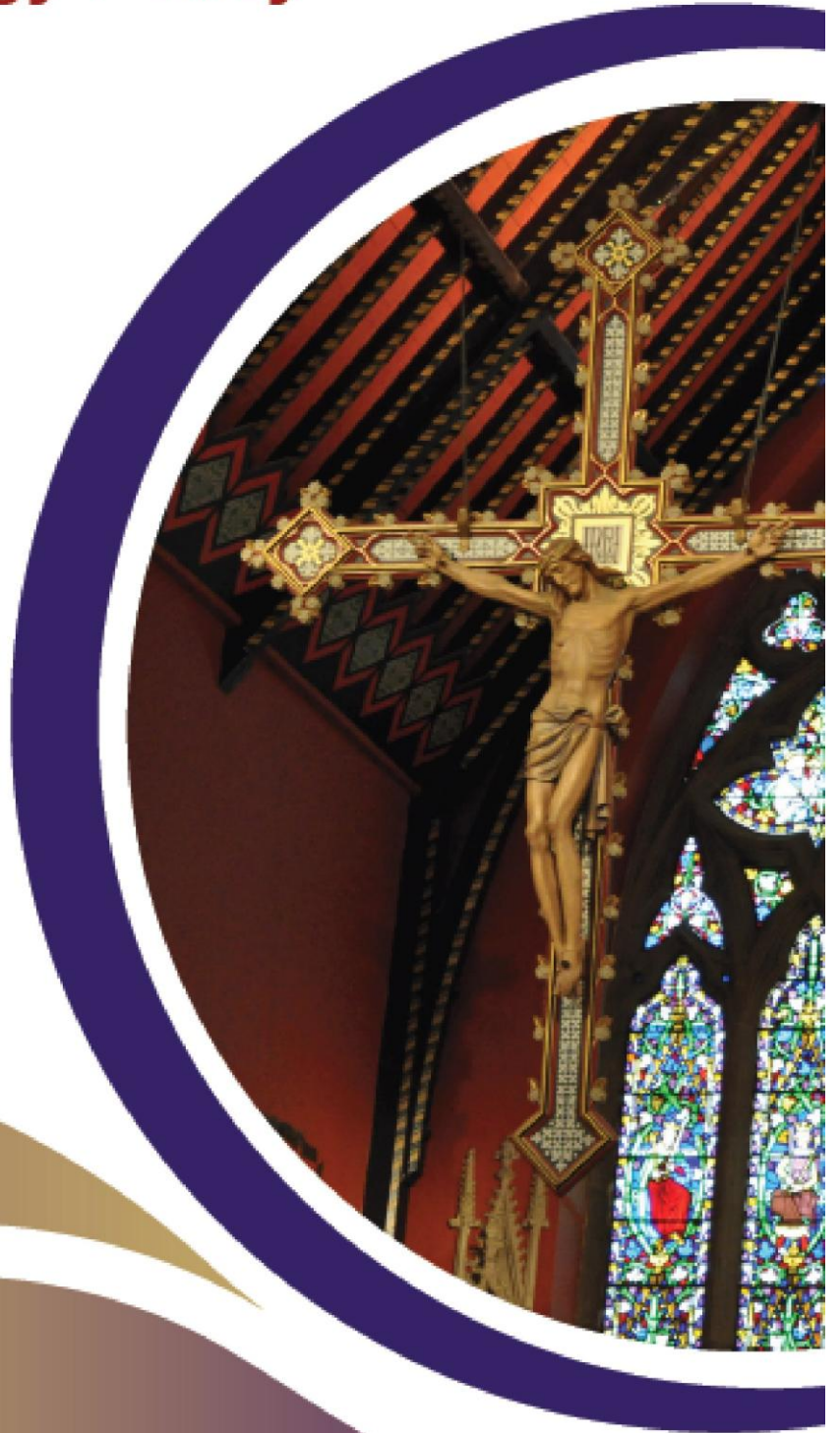




DIOCESE OF **Hexham & Newcastle**
DEPARTMENT FOR EDUCATION

Prayer and Liturgy Policy





Our Lady Queen of Peace Catholic Primary

School Prayer and Liturgy Policy

‘Every member of our school community at Our Lady Queen of Peace is created to is unique and created to flourish in God’s image. We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others. We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.



Every child has the right to an education. (Article 28 UNCRC)

Education must develop every child’s personality, talents & abilities to the full. (Article 29 UNCRC)

1. The context of this prayer and liturgy policy

‘The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life.’ (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

2. Statement of requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20; Instrument of Government, clause 2). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (The Mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019).



The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)). Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)).

The school's provision for prayer and liturgy will fulfil pupils' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar.

Prayer and liturgy are not designated curriculum time. In the context of the Catholic school, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

3. Diocesan Bishop directive

The Prayer and Liturgy Directory refers to the norm at all Masses that only those who normally receive Holy Communion at Mass be invited to proclaim the Word of God. It continues that on exceptional occasions and for a just cause the Diocesan Bishop will give permission for a Christian from another denomination to proclaim scriptures at Mass.

“As an exception to the norms and when there is a pastoral just cause exercised on his behalf by the Headteacher, the Bishop gives permission for children from other Christian denominations to read the scriptures at school Masses. Permission is also given for baptised Catholics who have not received First Holy Communion, and are of sufficient maturity, to read the scriptures at school Masses. Children of other faiths are welcome to actively participate in school Masses and liturgies in keeping with The Prayer and Liturgy Directory. A just cause may also be applied due to the diversity of faith backgrounds in a school, cohort or the age profile of those attending a Mass.”

4. Responsibility

(a) Governance

The governors, as guardians of the Catholic school's life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is a named person(s) who is responsible for prayer and liturgy in the school (the Prayer and Liturgy Coordinator)
- the prayer and liturgy policy is updated regularly and shared with all stakeholders
- there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.



(b) Headteacher

The headteacher, as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the leader(s) for prayer and liturgy
- those responsible for prayer and liturgy in the school have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the school.

(c) Prayer and Liturgy Coordinator

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an Annual Plan of Provision for prayer and liturgy across the school year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments.
- there is daily planned prayer for all pupils, appropriate to age and ability (see appendix 1), as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, delivery and evaluation of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and readily available to staff and pupils
- induction on prayer and liturgy takes place for new members of staff as required
- staff have access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the headteacher and governing body to support whole school development and the Catholic life of the school
- there is collaboration with local clergy and parishes
- liaison with the Diocesan Department for Education and others is maintained to ensure they keep updated with best practice



5. Overview of prayer and liturgy provision

The Place of Prayer and Liturgy in the Life of Our Lady Queen of Peace Primary School

Prayer and liturgy is an integral part of school life and central to the Catholic tradition.

Prayer and liturgy take into account the religious and educational needs of all who share in it:

- Those who form part of the worshipping community in church.
- Those for whom school may be their first and only experience of church.
- Those from other Christian traditions – or none.
- Those from other faith backgrounds.

Planning, content and celebration

Prayer and liturgy are planned following a structure with reference to the Church's seasons, Come and See, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

A variety of prayer styles will be used appropriate to the age of the children and the occasion. Staff share prayers weekly at staff meetings.

Prayer and liturgy in our school follow the pattern of:

- Gathering – how we come together, the environment (quiet, reflective music, lighted candles, statues). Sign of the cross, focus and examination of conscience.
- Listening – a reading from the Scriptures, time to reflect on this and prayer to fit into this theme.
- Responding – a ritual movement that everyone can join in with that fits with the theme.
- Mission/going forth - the sending out from the celebration, giving the children something to hold onto from their experience of the liturgy that they can take into their lives.

Expectations for Prayer and Liturgy

As a Catholic school, Jesus Christ remains central to every aspect of school life. All pupils are educated in the beliefs and devotional practices of the Catholic Church. Participation in daily act of collective worship remains at the helm of every morning, before lunch, within RE lessons and at the end of each day.

- Every class will have a focal point, which is given prominence in the room. This focal point must be treated with reverence. It must be liturgically correct and follow the church's year. Focal points must not be untidy.
- Daily prayers are said at the start and end of each day, other prayers such as grace before and after meals are said.
- Monday – whole school collective worship will be linked to the Sunday Gospel and will be led or supervised by Senior Leadership team.
- Tuesday – Key Stage led worship
- Wednesday – Creative prayer and hymn practice to enrich prayer and liturgy
- Thursday – Class led worship



- Friday – fortnightly whole school prayer is led by classes and it is usually linked to their RE theme. Parents and families are invited to this worship.
- All Key Stages attend Mass on a fortnightly basis and classes take it in turns lead their class Mass. The whole school attends Mass at the beginning of the year, the end of each term and on special feasts/holy days. Parents, families and parishioners are warmly welcomed.
- Prayer is encouraged at home through the use of Travelling crib bags and, Rosary packs and Lent bags.
- Class liturgies which are planned for as part of the curriculum, have a specific theme such as reconciliation and forgiveness during Lent.
- During the months of May and October, the school prays the Rosary for pupils and staff. Additionally, there are liturgies during school for parents, pupils and staff during Advent and Lent.
- The Mini Vinnies attend Stations of the Cross at our church each week during Lent.
- Penitential services are carried out during Lent for the whole school and in Advent for Years 5/6. Children receive ashes on Ash Wednesday as a Mass/Service or as a liturgy.

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy. The class teacher will lead class prayer and liturgy. Children are taught to plan and lead prayer times according to their age.

Recording

Prayer and liturgy is recorded in Prayer and Liturgy floor books or in class RE books.

The learning environment

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment'¹

Focal points in each classroom and throughout the school will reflect the liturgical season and will reference Come and See topics. In this way they will be an outward sign of the school's ethos.

Retreats

Year 5 attend the Emmaus Youth Village for 2 nights and Year 6 attend the Primary Festivals.

6. Resourcing

Prayer and liturgy are central to the school's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season.

Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

¹ Christ at the Centre Rev Marcus Stock, 2005



7. Training and formation

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

8. Monitoring and evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate

9. Review

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.

This prayer and liturgy policy has been approved and adopted by the governing body on the 19th November 2025 and will be reviewed by 30th September 2027.

Signed by the Chair of Governors

Signed by the Headteacher:



Appendix 1

Common prayers

This list is introduced in section 7.10 of the directory.

Age phase	5-7 (KS1)	7-9 (Lower KS2)	9-11 (Upper KS2)
Prayers	The Sign of the Cross The Lord's Prayer Hail Mary Glory be Morning Offering Grace before meals Grace after meals (Thank you God...) End of the day prayer The Lord be with you (and with your spirit) Lord have mercy Responses to the readings and Gospel The sign of peace	The Apostles' Creed An Act of Contrition Angel of God Eternal Rest The Rosary O Sacrament most Holy Act of Love (beginning of afternoon prayer) Preface dialogue Sanctus Mystery of faith Lamb of God Gloria	The Magnificat Act of Faith Act of Hope The Prayer of St Richard of Chichester Come, Holy Spirit I confess Orate Fratres Lord I am not worthy

KS1 The Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

The sign of the cross is both an action and a statement of faith. A physical reminder of our redemption in the cross and an expression of faith in the Trinity.

The Lord's Prayer

Our Father who art in heaven, hallowed be thy name.
 Thy kingdom come.
 Thy will be done on earth, as it is in heaven.
 Give us this day our daily bread, and forgive us our trespasses,
 as we forgive those who trespass against us,
 and lead us not into temptation, but deliver us from evil.

The Lord's Prayer 'is truly the summary of the whole of the Gospel'. (CCC 2761.)



The Hail Mary

Hail, Mary, full of grace, the
Lord is with thee.

Blessed art thou among women and blessed
is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The first part of the Hail Mary is biblical, drawn from Gabriel's greeting to Mary at the Annunciation and Elizabeth's greeting at the Visitation. The second part of the prayer has its origins in 15th-century Italy.

Glory be to the Father

Glory be to the Father and
to the Son and to the Holy
Spirit, as it was in the
beginning is now, and ever
shall be world without
end. Amen.

The doxology is a short expression of praise of the Trinity dating back to the early Church. It is used extensively in the Liturgy of the Hours and in devotions such as the Rosary.

Grace before meals

Bless us, O Lord as we sit together, Bless
the food we eat today.

Bless the hands that make the food. Bless us
O Lord, Amen.

Grace after meals (KS1)

Thank You God for the food we have eaten.

Thank you, God, for all our friends.

Thank you, God, for everything, Thank
you God, Amen.

Morning Offering

Father in heaven you love me, you're with me night and day.

I want to love you always, in all I do and say.

I try to please you Father,

Bless me through the day. Amen



End of the day

God our father I come to say, thank you for your love today.
Thank you for my family and all the friends you give to me.
Guard me in the dark of night
And in the morning send your light. Amen.

Lower KS2 Act of Contrition

O God,
because you are so good,
I am very sorry that I have sinned against you,
and with the help of your grace I will not sin
again.

One of the forms of the Penitent's Prayer of Sorrow found in the Rite of Penance.

Angel of God

Angel of God, my
guardian dear,
to whom God's love commits me here, ever
this day/night be at my side, to light and
guard, to rule and guide. Amen.

The prayer is based on one by Reginald of Canterbury in the early 12th century.

Eternal Rest

Eternal rest grant unto them, O Lord, and
let perpetual light shine upon them.
May they rest in peace. Amen.

Act of Love (beginning of the afternoon prayer – KS2)

My God, because you are so good, I
love you with all my heart, and for
your sake,
I love your neighbour as myself.

The Rosary

For each mystery or decade, one Our Father, ten Hail Marys and the Glory be is recited.

The Joyful Mysteries (Advent and ordinary time)

(Recited Monday and Saturday)

The Annunciation (Luke 1:26–38)

The Visitation (Luke 1:39–45)

The Nativity (Luke 2:1–7)



The Presentation in the Temple (Luke 2:22–35)

The Finding in the Temple (Luke 2:41–52)

The Mysteries of Light (Ordinary time)

(Recited Thursday)

The Baptism of Jesus (Matthew 3:13–17)

The Wedding Feast of Cana (John 2:1–12)

The Proclamation of the Kingdom, with the call to Conversion (Mark 1:14–15; 2:3–12)

The Transfiguration (Luke 9:28–36)

The Institution of the Eucharist (Matthew 26:26–29)

The Sorrowful Mysteries (Lent)

(Recited Tuesday and Friday)

The Agony in the Garden (Mark 14:32–42)

The Scourging at the Pillar (Matthew 27:15–26)

The Crowning with Thorns (Matthew 27:27–31)

The Carrying of the Cross (John 19:15–17; Luke 23:27–32)

The Crucifixion (Luke 23:33–38, 44–46)

The Glorious Mysteries (Eastertide)

(Recited Wednesday and Sunday)

The Resurrection (Matthew 28:1–8)

The Ascension (Acts 1:6–11)

The Descent of the Holy Spirit (Acts 2:1–12)

The Assumption (1 Thessalonians 4:13–19)

The Coronation of Mary Queen of Heaven and Earth (Revelation 12:1; 14:1–5; Isaiah 6:1–3)

Prayer concluding the Rosary

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ. Amen



Upper KS2 The Magnificat

My soul proclaims the greatness of the Lord, and
my spirit rejoices in God my Saviour,
for he has looked upon his handmaid in her lowliness;
for behold, from this day forward, all generations will
call me blessed.

For the Almighty has done great things for me,
and holy is his name. His mercy is from age to
age for those who fear him.

He has made known the strength of his arm, and has
scattered the proud in their conceit of heart. He has
cast down the mighty from their thrones and has
exalted those who are lowly.

He has filled the hungry with good things,
and has sent the rich away empty. He has
helped his servant Israel, mindful of his
mercy,
even as he promised to our fathers, to
Abraham and his descendants for ever.
Glory be to the Father and to the Son
and to the Holy Spirit,
as it was in the beginning, is now, and ever shall be, world without end. Amen.

Mary's song of praise was first sung to her cousin Elizabeth (Luke 1:46–55).

It is sung daily at Evening Prayer

Act of Faith

My God, I believe in you and all
that your Church teaches, because
you have said it, and your word is
true.

Act of Hope

My God, I hope in you, for
grace and for glory, because
of your promises, your
mercy and your power.



Come, Holy Spirit

V. Come, Holy Spirit, fill the hearts of your faithful.
R. And kindle in them the fire of your love.
V. Send forth your Spirit and they shall be created.
R. And you will renew the face of the earth.

This prayer is a compilation of a number of liturgical texts drawn from the Mass and Office of Pentecost and the Votive Mass of the Holy Spirit

Prayer of St Richard of Chichester

O most merciful Redeemer, friend and brother,
may I know you more clearly, love you more
dearly, and follow you more nearly, day by day.
Amen.

The Angelus

V. The Angel of the Lord declared unto Mary.
R. And she conceived of the Holy Spirit.
Hail, Mary, full of grace, the Lord is with thee.
Blessed art thou among women, and blessed
is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.
V. Behold the handmaid of the Lord.
R. Be it done unto me according to thy word.
Hail Mary.
V. And the Word was made flesh.
R. And dwelt among us.
Hail Mary.
V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.
Let us pray;
Pour forth, we beseech thee, O Lord, thy
grace into our hearts.
that we, to whom the Incarnation of Christ, thy Son, was made known by
the message of an angel, may by his Passion and Cross be brought to the
glory of his Resurrection.
Through the same Christ, our Lord. Amen.

The Angelus is traditionally said three times a day: at 6am, 12 noon, and 6pm.



Appendix 2: Mass prayers KS1

The Lord be with you.

And with your spirit

Lord have mercy.

Lord have mercy

Christ have mercy

Christ have mercy

Lord have mercy.

Lord have mercy

The word of the Lord **Thanks
be to God**

A reading from the Holy Gospel according to...

Glory to you O Lord

The Gospel of the Lord

Praise to you Lord Jesus Christ

Lord in your mercy

Hear our prayer

Lord hear us

Lord graciously hear us

Let us offer each other the sign of peace

Peace be with you.

Lower KS2 The Apostles Creed

I believe in God, the Father almighty Creator
of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
who suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell;
on the third day he rose again from the dead.
he ascended into heaven,
and is seated at the right hand of God the Father almighty;
from there he will come to judge the living and the dead. I
believe in the Holy Spirit, the Holy Catholic Church, the
communion of saints, the forgiveness of sins, the
resurrection of the body, and life everlasting. Amen.

Preface Dialogue

The Lord be with you.

And with your spirit.



We lift up your hearts.

We lift them up to the Lord.

Let us give thanks to the Lord our God.

It is right and just.

Sanctus

Holy, Holy, Holy, Lord God of hosts.

Heaven and earth are full of your glory.

Hosanna in the highest.

Blessed is he who comes in the name of the Lord.

Hosanna in the highest.

The Mystery of Faith

When we eat this bread and drink this cup,

We proclaim your death. O Lord,

until you come again

Save us, Saviour of the world, for by

your cross and Resurrection, You

have set us free.

Lamb of God/Breaking of the Bread

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, have mercy on us. Lamb of

God, you take away the sins of the world, grant us peace.

Invitation to Communion (from Y4)

Lord, I am not worthy that you should enter under my roof But

only say the word and my soul shall be healed.



Upper KS2 Penitential Act

I confess to almighty God
And to you, my brothers and sisters,
that I have greatly sinned, in my
thoughts and in my words,
in what I have done and in what I have failed to do,
through my fault, through my fault, through my
most grievous fault.
therefore, I ask the Blessed Mary, ever Virgin,
all the Angels and Saints, and you, my
brothers and sisters, to pray for me to the
Lord our God.

Gloria

Glory to God in the highest, and on earth
peace to people of good will. We praise
you, we bless you, we adore you, we glorify
you, we give you thanks for your great
glory,
Lord God, heavenly King, O God, almighty Father.
Lord Jesus Christ, Only Begotten Son, Lord
God, Lamb of God, Son of the Father,
you take away the sins of the world, have mercy on us; you take
away the sins of the world, receive our prayer; you are seated at
the right hand of the Father, have mercy on us. For you alone are
the Holy One, you alone are the Lord, you alone are the Most High,
Jesus Christ, with the Holy Spirit, in the glory of God the Father.
Amen.

Orate Fratres

Pray brethren (brothers and sisters),
That my sacrifice and yours
May be acceptable to God the almighty Father.

**May the Lord accept the sacrifice at your hands
For the praise and glory of his name
For our good and the good of all his Holy Church.**
