The Holy Spirit Catholic Multi Academy Company

Prayer and Liturgy Policy

'Forming Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.'

This Prayer and Liturgy Policy has been approved and adopted by the Local Governing Body in July 2026 and will be reviewed in July 2027.

Signed by the Chair of the Local Governing Body: S. Wilson

Signed by the Principal: S. Hubbard

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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. 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) Principal

The Principal, 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, as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, and delivery 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 Advisory Service and others is maintained to ensure they keep updated with best practice.

4. Overview of prayer and liturgy provision

a) Daily Prayer:

- The Liturgy of the Hours (The Divine Office) comes from the early Christian Church and in school we follow this pattern in our daily rhythm of prayer. Children therefore pray:
  - at the beginning of the school day: this consists of the relevant key stage Morning Prayer, common prayers allocated to their year group (see Appendix 1: Overview of Common Prayers to be known) and prayers for various intentions (see Appendix 2: Parish and School Intentions to be used in Mass and Community Prayer) including those suggested by the children
  - before meals: Grace before Meals
  - after meals: Grace after Meals
  - at the end of the school day: End of Day Prayer
- During Advent and Lent staff pray daily using the 'Walk with Me' materials

b) Weekly Prayer and Liturgy

- As a whole school or key stage in assemblies:
  - Mission Assembly: this assembly takes place on Monday and provides the children with an opportunity to reflect on the meaning of the Gospel from the previous Sunday. It is also used to introduce pairs of virtues at the start of the half-term.
  - Friday Celebration/Gifts from God Assembly: this assembly focuses on celebrating the God-given gifts and talents of children, their achievements (academic, sporting, spiritual, social etc.) and those of the school community.
  - Hymn Practice
- If appropriate, in class during RE lessons: this is linked to the lesson, theme or day
- In classes, longer child-planned Celebrations of the Word which are prepared and led by the children. These follow the four-part model: Gather, Word, Respond and Mission and children use relevant planners to support this. (see Appendix 3: The Four Part Model)
- There will be a celebration of Mass for a class each week (see section 4c).
- Weekly Staff Briefing and Staff Meetings begin with prayer: this is led by a different year group team each week

c) Half-Termly Prayer and Liturgy

- Over the course of a half-term, children will attend
  - one Key Stage Mass at St. Francis Parish (prepared and led by different year groups with support from Father Patrick Brennan and Prayer and Liturgy Co-ordinator)
  - one Whole School Mass (prepared and led by different year groups with support from Father Patrick Brennan Prayer and Liturgy Co-ordinator)
  - one weekly Parish Mass

These Masses will all be celebrated in St. Francis Parish and on a special occasion Our lady of the Sacred Heart Church.

d) Opportunities for Prayer and Liturgy throughout the year

i) During Liturgical Seasons

- Ash Wednesday Liturgy
- Stations of the Cross Devotion
- 'Stay & Pray' sessions during Advent and Lent where families are invited to join their children's class in child-led prayer.
- Advent and Lent Prayer Bags: these are sent home with a different family each day
- Children will have the opportunity to go to individual confession during Advent and Lent
- EYFS and KS1 Nativity and KS2 Carol Service
- MAC Marian Prayer Chain Liturgy (during May)

ii) Sacraments

- Sacramental retreats for Year 3 (Reconciliation and First Holy Communion) and Year 6 (Confirmation)
- First Holy Communion Masses
- Confirmation Mass

iii) Holy Days of Obligation and Patronal Feast Days

- Children will attend Mass on all Holy Days of Obligation that fall on a school day
- St Francis Feast Day Mass or Liturgy
- St Raphael Feast Day mass or Liturgy

iv) Other Opportunities

- MAC Family Masses: these take place at the 11:30am Parish Mass each term
- Diocesan Good Shepherd Mass
- Remembrance Service
- Exposition of the Blessed Sacrament
- Rosary Club (May and October)
- Two-day residential retreat at St Cassian's for Year 4
- Opportunities for personal and spontaneous prayer in the Prayer areas or Prayer Garden
- Opportunities to pray with and for Prayer Partners: all children will be given a dedicated prayer partner
- Special assemblies with guest speakers e.g. CAFOD, Fr Hudson's Caritas
- Whole School Retreat Days
- Extended prayer or the celebration of Mass is always planned into INSET days
- MAC Retreat/ Formation Days for staff
- Education Standards Committee meetings begin with a prayer

e) Expectations for Participation and Preparation

As the children grow in age and confidence, they can take a more active part in the planning and delivery of prayer. Each year group have clear expectations and this progressive model supports the children's increasing independence when planning and leading prayer.

Year Group	Expectations
Reception	✞ Children take part in Celebrations of the Word each week planned by the teacher using 'Gather, Word, Respond, Mission' proforma. ✞ Children learn to sit reverently and respectfully in a circle for liturgies. ✞ Children will learn the colours of the liturgical seasons and suggest colour to use in prayer time. ✞ Children will learn to set up the prayer focus and pack it away respectfully at the end of the prayer session. ✞ Children will suggest what is placed on the prayer focus in addition to the cloth, candle, crucifix and bible and explain some of their choices. ✞ Children will join in with singing, responses and open prayer. ✞ Children will support delivering the 'word' through mime and drama.
Year 1	✞ Children take part in pupil-prepared Celebrations of the Word each week. ✞ Children will work in small groups to plan using age-appropriate planning tools; this will be facilitated by an adult. ✞ Children will lead a part of the prayer, with help from their teacher. ✞ Children will choose different religious symbols to signify the theme of their Celebration of the Word and will begin to explain the significance of what they have chosen. ✞ Children will have a good understanding of the liturgical seasons and the colours used in each season. ✞ With assistance from an adult, children will complete an evaluation of their prayer session.
Year 2	✞ Children take part in pupil-prepared Celebrations of the Word each week. ✞ Children will work in small groups to plan using age-appropriate planning tools; this will be facilitated by an adult. ✞ Children will independently choose their theme and, with support, think about appropriate scripture that links to the theme. ✞ With support, children will begin to think of differing ways that they can respond to the Word of God appropriately (e.g. silent time to think and reflect, through creating or responding to artwork, through creative prayer ideas). ✞ Children will be able to plan an appropriate 'go forth' mission task linking to their theme. ✞ Children will have secure knowledge of the liturgical year and will be able to begin to plan prayer around the liturgical year ✞ Evaluation will be completed by the children after each prayer session.

Year 3	✞ Children take part in pupil-prepared Celebrations of the Word each week. ✞ Children will work in small groups to plan using age-appropriate planning tools; this will be facilitated by an adult. ✞ Children will record their ideas on the children's planning proforma. ✞ Children will independently choose their theme and think about appropriate scripture that links to the theme. ✞ Children will think of differing ways that they can respond to the Word of God appropriately (e.g. silent time to think and reflect, through creating or responding to artwork, through creative prayer ideas). ✞ Children will be able to plan an appropriate 'go forth' mission task linking to their theme. ✞ Children will have secure knowledge of the liturgical year and will be able to begin to plan prayer around the liturgical year. ✞ Evaluation will be completed by the children after each prayer session.
Year 4	✞ Children take part in pupil-prepared Celebrations of the Word each week. ✞ Children will work in small groups to plan using age-appropriate planning tools; this will be facilitated by an adult; they will record their ideas on the relevant children's planning proforma. ✞ Children will independently choose their theme and think about appropriate scripture that links to the theme. ✞ Children will think of differing ways that they can respond appropriately to the Word of God (e.g. silent time to think and reflect, through creating or responding to artwork, through creative prayer ideas). ✞ Children will be able to plan an appropriate 'go forth' mission task linking to their theme. ✞ Children will have secure knowledge of the liturgical year and will be able to begin to plan prayer around the liturgical year. ✞ Evaluation will be completed by the children after each prayer session.
Year 5	✞ Children take part in pupil-prepared Celebrations of the Word each week ✞ Children will independently plan and deliver using age-appropriate planning tools and will record their ideas coherently on the relevant planning proforma. ✞ Children will independently choose a theme and appropriate scripture to correspond and link with their theme. ✞ Children will be able to think of appropriate and prayerful ways of responding to the Word of God (e.g. silent time to think and reflect, through creating or responding to artwork, through creative prayer ideas and opportunities for spontaneous prayer). ✞ Children will be able to independently choose appropriate music and hymns to link in with their theme. ✞ Children will be able to plan an appropriate 'go forth' mission task linking to their theme. ✞ Evaluation will be completed by the children after each prayer session.
Year 6	✞ Children take part in pupil-prepared Celebrations of the Word each week ✞ Children will independently plan and deliver using age-appropriate planning tools and will record their ideas coherently on the relevant planning proforma. ✞ Children will independently choose a theme and appropriate scripture, including a range of literary forms (e.g. psalms, parables) to correspond and link with their theme. ✞ Children will be able to think of appropriate and prayerful ways of responding to the Word of God (e.g. silent time to think and reflect, through creating or responding to artwork, through creative prayer ideas and opportunities for spontaneous prayer). ✞ Children will be able to clearly articulate and explain the message of scripture to others. ✞ Children will be able to independently choose appropriate music and hymns to link in with their liturgy theme. ✞ Children will be able to plan an appropriate 'go forth' mission task linking to their theme.

	✞ Evaluation will be completed by the children after each prayer session.

f) Dedicated Places for Prayer and Liturgy

Each class has an area which provides a focus for prayer in the classroom. This area should be changed regularly to reflect the liturgical season with an appropriately coloured cloth (see Appendix 4: Liturgical Calendar), the half-termly virtues, the topic being covered, a special saint etc. and can include religious artefacts, prayers, candles, and children's work. The Holy Bible is displayed in each prayer area and is opened at a relevant page. Prayer areas should not be cluttered and children should be encouraged to help with this area.

Every working space has a crucifix.

The school outside environment dedicated to prayer (including Stations of the Cross) which children can access both for planned opportunities as well as spontaneous independent prayer.

g) Raising Awareness of Prayer and Liturgy

Parents, families and parishioners are actively encouraged to attend school Masses and other prayer & liturgy opportunities throughout the school year.
The school website, weekly newsletter and social media highlight the importance of prayer and liturgy in the school and examples are shared and celebrated. Prayer books, prayer cards and other resources are also shared with children and families for various liturgical seasons and special occasions throughout the year, thus helping parents and carers to make links at home with prayer and liturgy and so help to build up the Domestic Church.

5. 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 a wide variety of available resources, including Universalis, Ten Ten, supporting planning materials, visual aids, artefacts, 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 the responsibility to contribute to the prayer and liturgical life of the school.

6. 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 through regular monitoring and evaluation 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.

7. 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.

8. Review

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

Appendix 1: Overview of Common Prayers to be known

Year Group	Prayers
By the end of Reception, children will know the following prayers (along with previously taught prayers)	• Sign of the Cross • The Lord's Prayer Hail Mary
By the end of Year 1, children will know the following prayers (along with previously taught prayers)	• KS1 Morning Offering • Grace before meals • Grace after meals • Glory Be
By the end of Year 2, children will know the following prayers (along with previously taught prayers)	• Act of Faith, Hope and Love • Eternal Rest
By the end of Year 3, children will know the following prayers (along with previously taught prayers)	• KS2 Morning Offering • Act of Contrition • Prayer of Thanksgiving after Communion • Act of Hope • Act of Faith • Act of Love
By the end of Year 4, children will know the following prayers (along with previously taught prayers)	• Prayer to Guardian Angel (Angel of God) • Apostles' Creed • Prayer of St Richard of Chichester
By the end of Year 5, children will know the following prayers (along with previously taught prayers)	• The Magnificat • The Rosary
By the end of Year 6, children will know the following prayers (along with as previously taught prayers)	• Come Holy Spirit

Appendix 2: Parish & School Intentions to be used in Mass & Community Prayer

September	October	November	December	January	February	March	April	May	June	July

Ordinary Time: Autumn	**Advent/Christmas**	**Ordinary Time: Winter**	**Lent**	**Easter**	**Ordinary Time: Summer**
The Harvest, the Fruits of Human Work, and the Reverent Use of Creation The Season of Creation (1 September-4 October) (esp. World Day of Prayer for the Care of Creation 1 September) Students and Teachers *(2nd Sun Sept)* The Spread of the Gospel *(penultimate Sun Oct)* Justice and Peace in the World *(esp. Harvest Fast Day 1st Fri Oct)* All Victims of War *(esp. Remembrance Sunday 2nd in Nov)* Prisoners and their Families *(esp. Prisons Week 2nd week in Oct)* Young People *(esp. Youth Day on Christ the King)*	Openness to the Word of God *(esp. on Bible Sunday 2nd Sun in Advent)* Migrants and Refugees *(3 Dec)* Expectant Mothers *(4th Sun in Advent)*	Peace on Earth *(Day of Prayer for Peace 2nd Sun Ordinary Time)* Sunday of the Word of God *(3rd Sunday in Ordinary Time)* Christian Unity (esp. Octave of Prayer to 25 Jan) Victims of Human Trafficking (esp. St. Josephine Bakhita 8 Feb) The Sick and Those Who Care for Them (*World Day of Prayer for the Sick 11 Feb*) The Unemployed *(esp. Sunday before 1st Sun of Lent)*	Candidates for the Sacraments *(esp. during Lent)* The Needy and Hungry of the World *(esp. Lent Fast Day 1st Fri in Lent)* Women's' World Day of Prayer *(1st Fri Mar)* Penitents and Wanderers	New Members of the Church Vocations *(esp. World Day of Prayer for Vocations 4th Sun of Easter)* Human Work *(esp. on St. Joseph the Worker 1 May)* The Right Use of the Media *(esp. World Communications Day 7th Sun of Easter)* The Church *(esp. Pentecost)*	A Deeper Understanding between Christian and Jews Those who Suffer Persecution, Oppression and Denial of Human Rights *(esp. on St. John Fisher & St. Thomas More 22 June)* *Europe (esp. on Patrons of Europe: St. Benedict 11 July, St. Bridget of Sweden 23 July, St. Cyril & St. Methodius 14 Feb, St. Catherine of Siena 29 April)* Seafarers *(esp. Sea Sunday 2nd Sun in July)* Human Life (*esp. on day for Life last Sun in July)*

Whole School and Year Group Experiences and Opportunities for Prayer

Whole school	**New beginnings:** - Giving thanks for the Harvest - CAFOD Fast Day - The Birthday of Our Lady (8th Sept) - Education Sunday -Prayers for Education - Saints of Education	**October**: - The month of the Holy Rosary - Missionary Rosary - Living Rosary	**November:** - The Feast of All Saints - The month of the Holy Souls including Remembrance Sunday	**Advent:** a time of preparation: - Reconciliation Services - Diocesan Feast: The Immaculate Conception - Journey of the Magi round school (or the star	**Christmas:** a time of praise and thanksgiving: - Placing of Jesus in the Crib - Blessing of the cribs - Epiphany - Blessing of the classrooms	**New Year** - Don Bosco - Prayers for the sick - Our Lady of Lourdes	**Lent:** a time of prayer, fasting and almsgiving: - burying the alleluia - CAFOD Fast Day - Stations of the Cross - Reconciliation Services - Diocesan Feast: St Chad - Veneration of the Cross	**Easter:** a joyful time of praise and for giving thanks: - Raising the Alleluia - Renewal of Baptismal Promises - Paschal Candle, - Adoration of the Eucharist	**May:** The month of devotion to Our Lady: - May Altar - May Procession - Litany of Our Lady - The Angelus - The Memorare - Hail Holy Queen	**June:** The month of the Sacred Heart: - Litany to the Sacred Heart - Pentecost - Prayer to the Holy Spirit - Corpus Christ Procession - Benediction, - Ss. Peter & Paul **July:** The month of the Precious Blood Moving on/travel

EYFS	-The Sign of the Cross - Grace before and after Meals -Prayers at the start and end of the day Our Father - lighting a candle at prayer time - Prayers giving thanks and praise to God for creation and their gifts	- Hail Mary - using the Bible in prayer time	- Class Saint - Taking part in prayer liturgy naming those who have died	- Hail Mary - Focus on 4 candles on Advent Wreath and lighting the candle(s) at prayer time - using the colour purple	- Prayers around the crib - Prayers to the Holy Family for those who take care of them	- Naming and praying for those people they know who are sick	- Lord have mercy (said and sung) - using the colour purple	- Alleluia - using the colours white and gold - Easter Garden	May Altar	- Happy Birthday to the Church - using the colour red
1	- Glory Be - simple Psalm responses of praise - Mary's Birthday	- Prayer to the Guardian Angel - prayers for celebrations	- Class Saint - Litany of the Saints	Hail Mary – 1st part for reflection - Focus on Gaudate/ Rejoice Sunday	Hail Mary – 2nd part for reflection Holy, Holy	- Prayers for the school community - Prayers for each class	- Lord have mercy (said and sung) Sign of Peace	- Prayers around the Paschal Candle - Hymns using 'Hosanna'	- Prayers for the poor and needy	- Happy Birthday to the Church - prayers for the parish priest
2	- Litanies of Praise and Thanksgiving	-The Joyful Mysteries of the Rosary	- Class Saint - Eternal Rest	- hymns about being ready and preparing e.g. 'Awake, awake'	- Prayers for expectant mothers - Holy, holy	- Prayers for the sick in the parish - Sending prayer cards to the sick - Parables as a focus for prayer	- Stations of the Cross: - People who met Jesus Mary, Simon, Veronica, Women of Jerusalem (guided meditation) Act of Faith, Hope & Love	- Prayers around the Paschal Candle - Hymns about the Resurrection	- Our Lady of Guadalupe	- Happy Birthday to the Church - Prayer for those being Confirmed - Prayer for those who work in the Parish

3	Act of Faith - Act of Love - Prayers from the Rite of Baptism - Write prayers for parents and Godparents - Prayers for teachers and children in all Catholic schools	- The Luminous Mysteries of the Rosary particularly Jesus' Baptism and the Last Supper	- Class Saint - Eternal Rest and own prayers for those who have died	- Act of Sorrow - The Confiteor - The Angelus -Act of Hope	- Using the Gloria in Imaginative prayer based on the Shepherds	- Imaginative prayer using the Call of Samuel	- The Temptations (guided meditation) - The Confiteor - Stations of the Cross: Jesus' falls - Prayers for those in the Parish being baptised and received in to the Church	- Imaginative prayer using images of Emmaus - using gestures of prayer such as the Sign of Peace, marking the cross on head, lips and heart before a Gospel reading	- Invitation to Communion -Prayer before and after Communion - Memorial Acclamations (said or sung) - Our Lady of Knock	- Litany to the Holy Spirit - Prayers for travellers
4	- Psalms of Creation - Act of Hope - using OT scripture for prayer	- The Sorrowful Mysteries of the Rosary - Prayer to the Guardian Angel	- Class Saint - Prayers attributed to class saint - Eternal Rest - Prayer of St. Richard of Chichester	- Prayers of expectation and waiting for the coming of Christ - Prayers for those who proclaim the coming of Christ today	- The Gloria - - Prayer to St. Michael Archangel	- Intercessions for the sick - imaginative prayer based on the Transfiguration - The Apostles' Creed	- The Temptations (guided meditation) - Silent Meditation - Prayer based on the Beatitudes	- Imaginative Prayer using images of the Resurrection - prayers focus on Jesus' presence in our lives today	- Our Lady of Fatima	- Litany to the Holy Spirit - prayers for those being Confirmed or Ordained -Prayers to St. Benedict and Bridget (Europe)
5	- The Apostles Creed - Act of Charity - Canticle of Daniel (Daniel 3:57-88, 56)	- The Glorious Mysteries of the Rosary - The Examen	- Class Saint - Prayer of St. Francis (Canticle) - Prayers for those who have died in warfare - Eternal Rest - Out of the depths	- using the Beatitudes for an examination of conscience	- The Gloria - Prayers for refugees	- Nunc Dimittis - Prayer of St. Bernadette - using Baptismal promises at prayer time	- Stations of the Cross: Simon helping, taken down from the cross, Joseph of Arimathea and the tomb - Psalm 50 (51) - Veneration of the Cross	- Using prayers with titles from Scripture about the Risen Lord: Lamb of God, Redeemer	- The Magnificat particularly for evening prayer - The Diocesan Prayer for Vocations	- Novena to the Holy Spirit before Pentecost - Prayers for the Pope and Bishops - Parts of the Creed and Gloria which speak of the Holy Spirit

6	- Different morning and evening offerings - Divine Praises - Prayer to the Holy Spirit	- The Rosary including the Apostles' Creed	- Class Saint - Prayer of Blessed Newman: We are links in a chain - Eternal Rest - May the Choirs of Angels	- O Antiphons as a base for prayer	- The Gloria - Renewal of Baptismal Promises - Prologue of St. John's Gospel	- Prayers for Peace – 'Peace I leave with you' - Prayers from the Rites of Baptism and Confirmation - Nicene Creed	- Stations of the Cross - Different Acts of Contrition - Examination of Conscience	- Apostles Creed - Prayer for Vocations - Saying of Thomas 'My Lord and my God' - Prayers for those who have died around the Paschal Candle	-Litany of the Blessed Virgin Mary	-Prayers for their own vocations - Imaginative prayer using the Letters of St. Paul - Litany of the Holy Eucharist - St. Patrick's Breastplate

Appendix 3: The Four Part Model

In every act of communal Prayer and Liturgy, a four-fold model is to be observed. The model is based upon the principles of: Gather, Word, Respond and Mission. This structure reflects the four parts of the Mass.

Gather – In our coming together for Prayer and Liturgy, we acknowledge the presence of Christ with us. Reflective music, lighting of candles and/or a procession can all contribute towards helping the community to enter into a time of prayer together. Making the sign of the cross will also signify entrance into a time of prayer. Consideration will be given to seating and posture for Prayer and Liturgy so that the community has an awareness that it has gathered together to pray. The use of a focal point connected to the Liturgical season/appropriate feast day will support the gathering to pray.

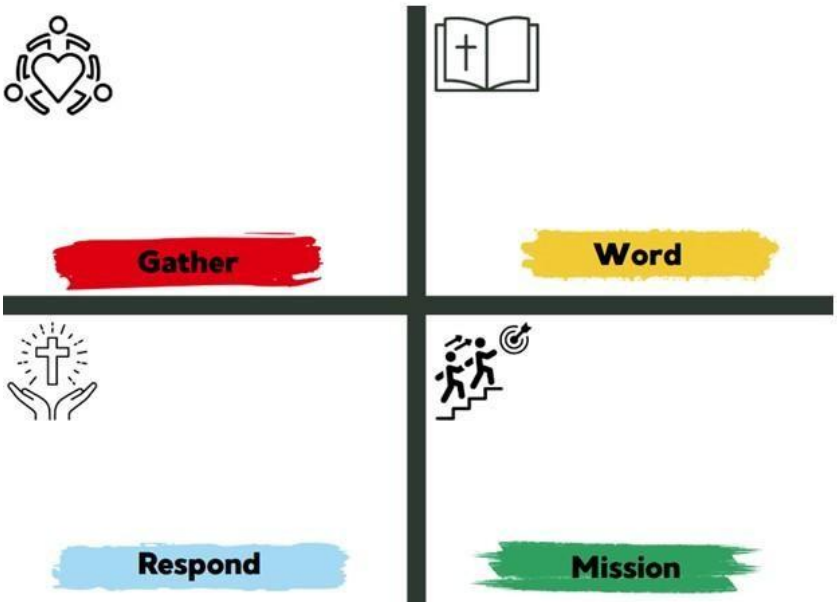
Word – God's word is proclaimed from the Scriptures. The chosen readings are closely associated with the current liturgical season, feast day or memorial. The Word of God is proclaimed from the Bible or the Lectionary, highlighting the reverence we give to the Word of God. The reader will always clearly announce where the reading comes from and will use the appropriate reading conclusion to which the community members makes the appropriate response. If the Gospel is proclaimed, it is accompanied by the action of making the sign of the cross on the forehead, lips and heart. A few moments of silence will be given following the reading to allow everybody to reflect on what they have heard.

Respond – This is a ritual movement that everyone can join in with, which fits in with the theme. This may include, but is not limited to, singing a hymn, silent personal reflection, prayers of intercession, guided meditation or a written response.

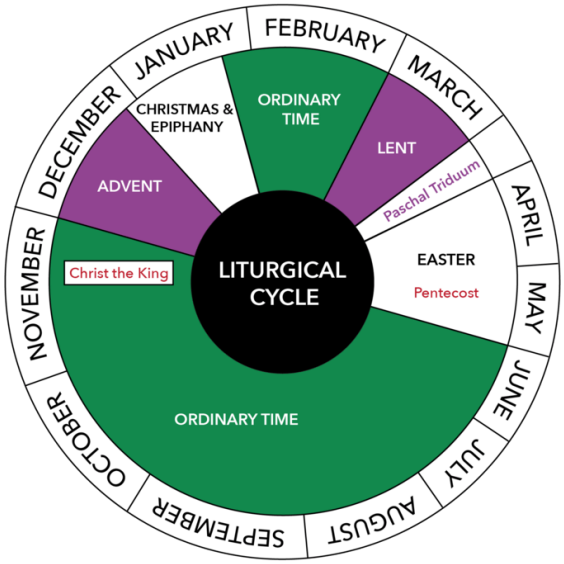
Mission – In concluding a Prayer and Liturgy session, children are given something to hold onto from their prayerful experience so that they can take the message and apply it in their lives. Examples may include a final prayer, a physical prompt to share at home with families or a mission task to complete.

Pupil Prayer Planner

This planning board can be used by pupils to plan a Celebration of the Word by selecting the appropriate cards for each area of Gather, Word, Respond and Mission.



Appendix 4: The Liturgical Calendar



The Liturgical Calendar begins every year during the month of November on the First Sunday of Advent and runs through to the Solemnity of Christ the King.

The "Lectionary," the Mass readings from the Holy Bible, follows a Sunday cycle and a weekday cycle. The Liturgical Calendar follows a three-year cycle, each year being represented by the letters, A, B, and C. During the year A cycle, the Gospel of Matthew is the primary Gospel that is used for the readings. In year B, Mark is the primary Gospel. In year C, Luke is the primary Gospel. The Gospel of John is proclaimed on particular Sundays in each of the years.

Seasons of the Liturgical Calendar

In each cycle of the Liturgical Calendar, there are six seasons:

- Advent
- Christmas
- Lent
- Paschal Triduum
- Easter
- Ordinary Time

During the year, in addition to the Sunday worship, the Church also celebrates Solemnities, Feasts, and Memorials, which may be on any day of the week. These occur during the year to commemorate special events or persons that are highly revered by the Catholic Church. The colour of the priest's vestments and other garments around the Church change at different times in the Church's liturgical calendar. The prayer areas and religious displays around the school should also change, in line with the liturgical colours of the Church. The liturgical year cycle is displayed at all times, in every classroom, along with a relevant poster to highlight key dates and themes within a particular season.

Liturgical Displays/Prayer Areas

Green – symbolising life, hope and growth. This is to be used during Ordinary Time.

Purple – symbolising penance and preparation. This is to be used during the seasons of Advent and Lent.

White/Gold – symbolising purity, holiness, joy, innocence and triumph. This is to be used during Christmas and Easter seasons.

Red – symbolising fire and blood. This is to be used during Pentecost, Palm Sunday and Good Friday (or liturgies relating to these events). Additionally, it is appropriate to use red for liturgies relating to feast days of Saints who are martyrs.

Blue – symbolising Marian Feasts. This is to be used for liturgies relating to Mary and in the months of October and May. Blue will be used to celebrate The Feast of the Annunciation and The Feast of our Lady of Lourdes.