
All Saints' Catholic Voluntary Academy

Prayer and Liturgy Policy

'All your children shall be taught by the Lord, and great shall be the peace of your children'. Isaiah 54:13

This prayer and liturgy policy has been approved and adopted by the All Saints' governing body in September 2025 and will be reviewed annually.

'We shall serve'

Through Catholic values and principles, every person at All Saints' will achieve their full potential: spiritually, academically, socially, morally and physically.

Staff Mission Statement

The mission statement of All Saints' Catholic Voluntary Academy is to provide the best education and care we can for all members of our Living Faith community, therefore:

- We will care for each other and treat each other with respect, recognising the uniqueness, diversity and dignity of each person in our community.
- We will challenge each other to set and achieve the highest goals in academic subjects and personal development.
- Each day we will all strive to create a welcoming environment for each student with the love of Christ at its centre.
- Above all, we will actively grow in faith by seeking to know Jesus Christ and His holy Catholic Church, so that through prayer, working for justice and peace, and all we say and do, we will be his witness to the world.

Student Mission Statement

- We will treat each other as we wish to be treated and recognise that everyone is unique in their own special way.
- We will strive towards success by supporting each other, academically and socially.
- We will make sure that our school environment is welcoming with the love of Christ at the heart of all we do.
- We will help each other to encounter Jesus every school day, through prayer, acts of kindness and justice for all.

Student Mission Prayer

Dear Lord, we thank you for giving us the opportunity to treat others as we wish to be treated and to see that everyone is unique in their own special way.

Help us to strive for success by supporting each other, both academically and socially.

Support us in making our school environment welcoming and showing that your love is at the heart of all we do.

Guide us in helping each other encounter Christ in every school day, through prayer, acts

of kindness and justice for all.

As a school and as a faith community, these are our aims, these are our values and this is our mission. Amen.

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) 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, 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 Nottingham Diocesan Education Service and others is maintained to ensure they keep updated with best practice.

4. Overview of prayer and liturgy provision

In addition to the Annual Plan of Provision (APOP), this outlines the daily and weekly pattern of prayer and liturgy offered in the school:

	Monday	Tuesday	Wednesday	Thursday	Friday
Whole School	<p>Mission Prayer is said at the beginning of the day within their class.</p> <p>The students house prayer is said at the end of each day within their class.</p> <p>Word of the Week – launched weekly on all desktops, including weekly Scripture, liturgical colour and through daily Form Time prayer</p>	<p>Mission Prayer is said at the beginning of the day within their class.</p> <p>The students house prayer is said at the end of each day within their class.</p>	<p>Mission Prayer is said at the beginning of the day within their class.</p> <p>The students house prayer is said at the end of each day within their class.</p> <p>Celebration of the students’ Proud Podium awards at Tutor Time with Prize draw and photos</p>	<p>Mission Prayer is said at the beginning of the day within their class.</p> <p>The students house prayer is said at the end of each day within their class.</p>	<p>Mission Prayer is said at the beginning of the day within their class.</p> <p>The students house prayer is said at the end of each day within their class.</p> <p>Pupil-led Weekly Mass – 3 Fridays out of 4 (1st Friday of the month COTW)</p> <p>- voluntary offer to all but with limited</p>

	resources				chapel space
Year Group	COTW – Y7	COTW – Y8	COTW – Y9		
	COTW – Y12 & Y13	COTW – Y10	COTW – Y11		
Form	Form Time prayer resources: Day 1: What's in the Word?	Form Time prayer resources: Day 2: God's message for us	Form Time prayer resources: Day 3: Our response to God's message	Form Time prayer resources: Day 4: Our Mission	Form Time prayer resources: Day 5: The Celebration (COTW) Pupil-led Weekly Mass – 3 Fridays out of 4 (1 st Friday of the month COTW) on a rota – 2 forms per week plus voluntary Mass-goers
Small Group	Eco Team Meeting Opportunity to reflect as pairs (in form time prayer) on the theme of the week.	Opportunity to reflect as pairs (in form time prayer) on the scripture that is being taken with them throughout the week.	Eco Stewards – Gardening and Bug House Teams	Weekly Chaplaincy Team Meetings for Mission Teams – Thursdays	
Individuals	Chapel open at unstructured times for prayer/ reflection/ to gather as friends	Chapel open at unstructured times for prayer/ reflection/ to gather as friends	Chapel open at unstructured times for prayer/ reflection/ to gather as friends	Chapel open at unstructured times for prayer/ reflection/ to gather as friends	Chapel open at unstructured times for prayer/ reflection/ to gather as friends Opportunity to attend mass at Tutor time.
Staff	Staff prayer – volunteer rota to lead at weekly WSB	Departmental and SLT meetings (various days in the week) begin with staff-led prayer.	Fortnightly YPL meetings begin with staff-led prayer.	Monthly 8.10am Mass in the chapel. Fortnightly Curriculum Leader meetings begin with staff-led prayer.	#Weekly Mass for those in leading forms or who are free to attend if not teaching.
Parents/ Community	Word of the Week and Parish Bulletin sent out Parent Bulletin sent half-termly		Proud Podium Facebook post of students letting their lights shine.		Opportunity for parishioners to attend the weekly mass in the Chapel.

Sacramental Provision

Eucharist

Mass is celebrated in the school chapel three Fridays out of four, with the first Friday of the month being replaced by a student-led COTW. The Scripture of the day is selected, except on occasions where adaptations are made to meet the needs of the students. Students read the Scripture from the Lectionary and prepare and lead the introduction, intercessions, offertory and sometimes give a short reflection on the Scripture. Members of the leading forms and/or Chaplaincy Team members often support the priest as altar servers. One of the Lay Chaplains, commissioned staff members or a member of the Local Governing Body ministers as a Eucharistic Minister. Weekly Mass (or 1st Fri COTW) is open to all, where invitation is extended to all to receive a blessing, or the Eucharist accordingly.

Pilgrimage Masses (Jubilee Pilgrimage Masses in the year 2024-25) have taken place with a pilgrimage to the local parish church of St Philip Neri since Autumn 2024, where each year group from Years 7 to 11 (with Sixth Form volunteering as stewards) celebrate a Commentary Mass. This continues into 2025-26, incorporated into full Retreat Days.

Whole School and other Masses of Celebration and Thanksgiving take place annually in the Pentecost Term, where local clergy and others, including the Bishop, Trust Directors, past and present staff and governors gather together in school or in the local parish church of St Philip Neri to celebrate the Eucharist and give thanks for the school year and its many blessings. Examples of these celebrations are Year 11 and Year 13 Leavers' Masses, the Mass of Thanksgiving, the Centenary Mass and the Golden Jubilee Mass.

Reconciliation

The Sacrament of Reconciliation is offered to all staff and students who have made their First Confession*, during the seasons of Advent and Lent.

**Those who have not made their First Confession are still able to spend time in conversation with Father, in a similar way, without being in full receipt of a Sacrament.*

Sacraments of Initiation

The Lay Chaplains are closely linked with the parish and clergy team and support the provision for First Confession, First Holy Communion, Confirmation and RCIA. Details of these programmes of Sacramental Instruction are sent out in school via Student Messages and sent home to families via email and via the Parent Bulletin, to ensure that opportunity is given to all to engage in the Sacraments.

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 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.

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 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. Training is guided by both the Prayer

and Liturgy Directory and the Diocesan expression of this:

Planning and Celebrating Prayer & Liturgy with Young People: A Diocesan Guide

The Diocese of Nottingham published a comprehensive guide titled "Planning and Celebrating Prayer & Liturgy with Young People." This resource aims to equip those working with young people in the diocese to create meaningful and profound moments of encounter through prayer and liturgy. Since its institution on 8th September 2024, it serves as a practical and pastoral expression of the national "Prayer & Liturgy Directory," offering specific guidance tailored to the needs of the Nottingham Diocese:

[Planning and Celebrating Prayer & Liturgy with Young People – Chaplaincy Space](#)

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.

9. Appendices

APOP – Annual Plan of Provision

Chosen To Serve: [Chosen to Serve – Chaplaincy in the De La Salle hub](#)

Chaplaincy Space: [Chaplaincy Space – Formative Resourcing For Chaplaincy](#)

Planning and Celebrating Prayer & Liturgy with Young People: A Diocesan Guide: [Planning and Celebrating Prayer & Liturgy with Young People – Chaplaincy Space](#)

Prayer and Liturgy Directory: [To love You more dearly](#)

Extra-Ordo-Nary: [Extra-Ordo-Nary – Digital Download – Chaplaincy Space:](#)

Nottingham Diocesan Education Service: [Education Service](#)

Planning and Evaluation Templates

1. Form Time Prayer:

WORD OF THE WEEK 

What's the message?

SCRIPTURE:

MESSAGE:

Liturgical Colour 

Prayer Leaders 

Responding to the Word 

Our Mission 

WORD OF THE WEEK 

What's the message?

SCRIPTURE:

MESSAGE:

Liturgical Colour 

Prayer Leaders 

Responding to the Word 

Our Mission 

WORD OF THE WEEK 

What's the message?

SCRIPTURE:

MESSAGE:

Liturgical Colour 

Prayer Leaders 

Responding to the Word 

Our Mission 

WORD OF THE WEEK 

What's the message?

SCRIPTURE:

MESSAGE:

Liturgical Colour 

Prayer Leaders 

Responding to the Word 

Our Mission 

WORD OF THE WEEK 

What's the message?

SCRIPTURE:

MESSAGE:

Liturgical Colour 

Prayer Leaders 

Responding to the Word 

Our Mission 

WORD OF THE WEEK 

What's the message?

SCRIPTURE:

MESSAGE:

Liturgical Colour 

Prayer Leaders 

Responding to the Word 

Our Mission 

2. COTW: Celebration Of The Word Planning Sheets – Chaplaincy Space:

Celebration of the word

 Theme / Event / Season

 Time / Date

 Space

 Group



See



Hear



Scripture



 Reference

 Key themes

 Key words / quotes

Think



Do



Turn over

Celebration of the word



Gather



Blank lined area for notes under 'Gather'.

The Word



Blank lined area for notes under 'The Word'.

Response



Blank lined area for notes under 'Response'.

Mission



Blank lined area for notes under 'Mission'.



Evaluation

Celebration & Growth



Things to celebrate...

Blank area for notes under 'Things to celebrate...'.



Ways to grow...

Blank area for notes under 'Ways to grow...'.



One new idea for next time...

Blank area for notes under 'One new idea for next time...'.



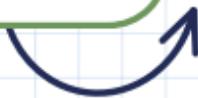
Did you find..?

- Sign of the Cross
- Scripture
- Responses
- Silence
- Seasonal prayers
- Movement & actions
- Signs & symbols
- Liturgical colours
- Music & song
- Links to scripture
- Everyone included
- A call to mission



Comments & Reflections...

Blank area for notes under 'Comments & Reflections...'.



3. Mass Planning Template (used by schools in the Parish of Our Lady and All Saints)

Mass Planner for a Eucharistic Liturgy with:

Date:

Word of the Week/Theme:

Year:

Liturgical Colour:

		Names
Eucharistic Minister		
Altar Servers		
Opening Hymn		
Introduction		
Penitential Rite		
Opening Prayer		Father
First Reading	A reading from... The Word of the Lord. Thanks be to God	
Responsorial Psalm	The response is:	
Gospel Acclamation		
Gospel	A reading from the Holy Gospel according to... Glory to you, O Lord... ...The Gospel of the Lord. Praise to you Lord Jesus Christ	Father
Homily and/or Reflection		Father
Intercessions		
Offertory		
Offertory Hymn		
Prayer over the Offerings		Father
Eucharistic Prayer		Father
Our Father		Father
Sign of Peace		Father
Communion		
Communion Hymn		
Prayer after Communion		Father
Blessing	...Thanks be to God	Father
Recessional Hymn		

4. Prayer Planning Templates:

New Prayer Planning Sheets – Chaplaincy Space:

Prayer Planning Sheet

Theme / Celebration: _____

Sorry Prayer
 Penitential Act
 Asking Prayer
 Intercessions
 Thank You Prayer

Advent / Lent Ordinary Time Christmas / Easter

What are the key words / quotes from the scripture that you will use in your prayer?

Sorry Prayers start with:
For the times that we...

Penitential Act

Think of a statement (1 of 3) about Jesus' love and mercy linked to the scripture.

Start with: Lord Jesus you...

Asking Prayers start with:
We pray for...

Intercessions

In Mass, the intercessions follow these themes in order:

- 1 Church
- 2 World
- 3 The Suffering
- 4 The Community
- 5 Other needs

Start with: For the [theme], That...

Thank You Prayers start with:
We thank you for...

Thank you prayers are only used in Celebrations of the word and are not used during Mass as we have the Liturgy of the Eucharist (Thanksgiving).

Write your prayer here using the correct introduction and responses. Make sure to link your prayer with your scripture and use the language of the senses to help everyone to understand and feel included.

Lord we are sorry,
R. Lord we are sorry.

Lord have mercy,
R. Lord have mercy.

Christ have mercy,
R. Christ have mercy.

Lord have mercy,
R. Lord have mercy.

Lord in your mercy,
R. Hear our prayer.

Or

Lord hear us,
R. Lord graciously hear us.

Lord we thank you,
R. Lord we thank you.

Sorry Prayer

Theme / Celebration: _____ My prayer is about: _____

What are the key words / quotes from the scripture that you will use in your prayer?

Start with: For the times that we... or Lord, we are sorry for...

Finish with: Lord we are sorry, R. Lord we are sorry or Lord have mercy, R. Lord have mercy.

Asking Prayer

Theme / Celebration: _____ My prayer is about: _____

What are the key words / quotes from the scripture that you will use in your prayer?

Start with: We pray for... or We pray that...

Finish with: Lord in your mercy, R. Hear our prayer or Lord hear us, R. Lord graciously hear us.

Thank You Prayer

Theme / Celebration: _____ My prayer is about: _____

What are the key words / quotes from the scripture that you will use in your prayer?

Start with: We thank you for...

Finish with: Lord we thank you, R. Lord we thank you.

The Collect

Theme / Celebration: _____ My prayer is about: _____

What are the key lines / quotes from the scripture that you will use in your prayer? Think particularly about how God is named in the scripture and what we learn about God's presence in our lives.

The Collect is an opportunity to begin the Celebration of the Word with an Opening Prayer that harmonises with the Mass. We follow the same structure always linking back to the theme and scripture:

- NAME - how does the scripture refer to God?
- RECALL - what does the scripture tell us about the nature of God?
- REQUEST - what are we asking of God's grace in our lives today?
- CLOSE - how will we gather everyone present to join in prayer?

Penitential Act

Theme / Celebration: _____ Statement Number: 1 2 3

What are the key words / quotes from the scripture that you will use in your prayer?

Start with: Lord Jesus you...

The Penitential Act can take the form of three statements written about Jesus and his love and mercy rather than focusing on personal mistakes or failings.

This important focus reminds us that forgiveness is rooted in love and by focusing on Jesus' love and mercy for us, we can confidently and sincerely then ask him for mercy.

Always look to the Gospel to inspire these statements.

Finish with: Lord have mercy, R. Lord have mercy (1 & 3) or Christ have mercy, R. Christ have mercy (2)

Intercession

Theme / Celebration: _____ My prayer is about: _____

What are the key lines / quotes from the scripture that you will use in your prayer?

Start with: We pray for [theme], That... or For [theme], That...

The prayers are initially directed towards to the congregation so that we can collectively pray together following a period of prayer and reflection on the intention.

The intentions of these Prayers are usually in the following order:

1. The Church
2. The world
3. The suffering
4. The local community
5. Other intentions

Finish with: Lord in your mercy, R. Hear our prayer or Lord hear us, R. Lord graciously hear us.