



Bishop
Hogarth

Catholic Education Trust

COLLECTIVE WORSHIP POLICY



St. Augustine's R.C. Primary School

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1. Introduction

Regular liturgical celebrations and daily prayers in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church, should be at the heart of school life. (A7.7) The celebration of Catholic liturgies and prayers as an integral part of learning and teaching should create time for the school community to become reflective, experience the presence of God and develop a mature spiritual life. (A8.7)

[From Christ at the Centre: A Summary of Why the Church Provides Catholic Schools, Rev Marcus Stock STL MA, Director of Schools, 2005](#)

The Catholic School is essentially different and distinct from other institutions in both philosophy and practice. Bishop Hogarth Catholic Education Trust recognises the importance of emphasising this distinctiveness in our acts of collective worship. To this end, our acts of worship are designed to:

- Foster and develop a relationship with Jesus Christ
- promote an appreciation of prayer, worship and liturgy
- encourage the participation of pupils so as to reinforce the unique worth of each individual within our community and also;
- in line with the Liturgical Calendar, the directives and the translations of the liturgical books of the Roman Catholic Church.

In accordance with the Scheme of Delegation and the Diocesan Memorandum of Understanding each school in the Trust must provide religious education and collective worship in accordance with the teachings, rites and liturgical norms of the Catholic Church and will be subject to the authority and direction of the Bishop of Hexham and Newcastle. The key areas of the distinctive nature of Catholic education are recorded in 'Principles, Practices and Concerns' as supplemented by 'The Common Good in Education' (Bishops Conference 1996), focusing particularly on the search for excellence as an integral part of the spiritual quest within oneself and within the wider community.

The Right to Withdraw

An Academy's Funding Agreement is drafted to mirror the requirements for Acts of collective worship. Each pupil must take part in a daily act of collective worship unless they have been withdrawn by their parents, or if in the sixth form they have decided to withdraw themselves.

Parents have the right to withdraw their child from collective worship and are not required to provide a reason for doing so.

Parents will be encouraged to discuss their decision with the **headteacher** following a request of withdrawal in terms of:

- The elements of worship in which the parent would object to the pupil taking part in.
- The practical implications of their withdrawal.

Alternative provision will be arranged for pupils who are withdrawn from collective worship.

- Alternative provision may involve religious worship relevant to their particular faith or denomination provided that:
- The effect of the alternative provision would not replace the denominational collective worship with that of the statutory, non-denominational worship.

Such arrangements can be made at no additional cost to the school.

The alternative provision will be consistent with the overall purposes of the school curriculum.

The Trust's Funding Agreement also states that: 'Where a Mainstream Academy is designated with a religious character in accordance with section 124B of the [School Standards and Framework Act 1998](#) or further to section 6(8) of the [Academies Act 2010](#):

b) subject to clause 28, the Company shall comply with the requirements of section 70(1) of, and Schedule 20 to, the School Standards and Framework Act 1998 as if the Academy were a foundation school with a religious character or a voluntary school, and as if references to 'the required collective worship' were references to collective **worshiping** accordance with the tenets and practices of the specified religion or religious denomination of the Academy.'

c) the Company shall ensure that all quality of.....the Academy's collective worship...are inspected. Such inspection shall be conducted by a person chosen by the Company and the Academy shall secure that such inspection shall comply with the requirements set out in any statutory provision and regulations as if the Academy were a foundation or voluntary school which has been designated under section 69(3) of the Schools Standards and Framework Act 1998 as having a religious character.

Collective Worship in a Catholic school is, however, more than just a legal requirement. It is central to Catholic education and is an essential part of the Trust's overall provision for prayer and worship. We are proudly Catholic in both senses of the word. Everyone in our community is invited to contribute to it and gain from it, regardless of faith, level of belief and commitment.

The Trust's arrangement for the inspection for collective worship and RE shall be through Section 48 Inspections. The report on Religious Education is produced for the Bishop of Hexham & Newcastle, who under Canon Law 804 and 806, as the Diocesan Bishop he has responsibility for the schools in the diocese, and for the Governing Body of the schools concerned. *"The formation and education in the Catholic religion provided in any school is subject to the authority of the Church....the diocesan Bishop has the right to watch over and inspect the Catholic schools situated in his territory, even those established or directed by members of Religious Institutes"*. ([Canons 804, 806 Code of Canon Law](#)).

The Trust is a Eucharistic Community this means that we are a community rooted in the Catholic tradition, which gathers to celebrate Eucharist on a regular basis. The word "Eucharist" is a translation of the Greek word eucharistia, which means thanksgiving. Through sharing liturgical life and mutual support for one another, the trust is

strengthened to live Christ- centred lives dedicated to spiritual growth and social commitment.

The Eucharist is "the source and summit of the Christian life." "The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch." ([Catechism of the Catholic Church 1324](#))

In accordance with the [1988 Education Act](#) and the [DfE Circular 1/94](#), collective worship within the Trust provides opportunities for pupils and staff to come together as a community through daily prayer in the classroom, through participation in weekly assemblies and through other liturgical celebrations. Furthermore, through collective worship we are able to encourage pupils and staff to reinforce positive attitudes they may have within their community. We also highlight and try to change negative attitudes within our society to encourage a common ethos and shared values amongst all.

In accordance with the Trust's Scheme of Delegation responsibility for arranging Collective Worship rests with the Local Governing Committee after consultation with the Principal/Headteacher.

Aims

The Trust aims to provide opportunities for pupils and staff to come together in community to worship God and to respond to the invitation from God to be in relationship with Him. Collective Worship reflects the traditions of our Church, taking into account the spiritual 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, faith communities or none.

We endeavour to do this by:

- Helping to develop the faith of each individual within our community;
- Promoting the belief that our Trust is a caring community;
- Giving pupils an insight into and understanding of Gospel values;
- Developing an understanding of the responsibilities the Gospel values place upon each individual within the community;
- Developing a sense of mission;
- Encourage those who form part of the worshipping community in church;
- Help those for whom school may be their first and only experience of church;
- Include pupils from other Christian traditions, or none or from other faith backgrounds; and
- Provide an educational activity or experience to which all can contribute and from which all can gain.

Therefore, at the start of each day the staff in all of the Trust schools gather as a community and briefing begins with a prayer and a reflection to remind us all of God's presence among us.

2. Vision and Values of Bishop Hogarth Catholic Education Trust

The Trust has adopted the following vision and values to guide us in our mission and to underpin all that we do:

Our Vision:

Our schools will be places of excellence – providing service and witness to children, their families and the wider Catholic community, adding value as a family of schools and enriching the learning and experience of all our young people so they may achieve their full potential.

Our Values:

The following values underpin everything the Trust and our Schools will do:

BEING Just and Responsible: We seek to act justly, fairly and responsibly in all our relationships to ensure 'The Common Good' is upheld.

PROMOTING Spiritual and Human Development: We believe a knowledge of and a personal relationship with Christ gives meaning and purpose to our lives.

ACHIEVING Quality in Teaching and Learning: We believe everyone should gain dignity and self-worth through quality teaching and learning which allow all in our school community to excel.

SHOWING Respect for Every Person: We believe that all are created in the image of God and therefore we will respect the unique and intrinsic value of every person, promoting equality and celebrating diversity.

CREATING Community: We believe our schools to be faith communities where Gospel values of truth, honesty, forgiveness and reconciliation are lived and where there is special care for those most in need.

COMMUNICATING: We value the views and opinions of the communities whom we serve and will actively engage and respond.

3. The Aims of Collective Worship at Bishop Hogarth Catholic Education Trust

- To reflect upon the mystery that is God;
- To provide opportunities for students and staff to come to know Jesus Christ through prayer and action;
- To heighten pupils' awareness of questions related to the ultimate mysteries of life and to explore the beliefs and commitments made by themselves and others in response to such questions;

- To grow in liturgical understanding and development with specific reference to the Catholic tradition;
- To respond to life's challenges, celebrate life's wonders and comfort and console at times of difficulty;
- To celebrate the richness and diversity of our God given creation and the responsibilities we have for its stewardship;
- To give opportunities for silent contemplation, reflection, personal response and prayer;
- To explore, reflect on, express, affirm, or challenge commonly accepted personal and social values and individually held beliefs;
- To express our faith as a Christian community thus reinforcing the sense of belonging, the development of community spirit, the promotion of a common ethos and the reinforcement of positive attitudes;
- To provide staff and pupils with opportunities to worship God hence enabling individual spiritual moral development; and
- To offer pupils the opportunity to prepare themselves for challenges in their adult life.

To fulfil these aims we will:

- Ensure the Act of Worship is seen as part of the total curriculum, an integral part of the life of the school and seen to be important;
- Adopt an approach that is based on educational principles which aid the spiritual development of individuals. Therefore the form, shape and content will be educational;
- Respect the integrity of the individual, to give the opportunity to participate creatively and encourage each to make an individual response to a shared experience;
- Build up accessible resource materials for use in assemblies and the daily act of worship;
- Experiences of prayer and worship will be high quality, reflecting the liturgical seasons and feasts of the Church.
- Endeavour to provide a physical environment that is conducive to the above;
- Involve a wider combination of staff, pupils and relevant members of the community in assemblies; and
- Provide an opportunity to review Collective Worship.

Role of Trust Head of Catholic Life

The Trust Head of Catholic Life acts as a resource to support to Lay Chaplains and Chaplaincy Teams. Their role is to provide:

- Training and support
- Point of contact
- Identify and meet the training needs of those involved in chaplaincy in our schools
- Oversee spirituality timetables
- Assistance with sacred spaces
- Opportunities to meet and discuss ideas and problem-solve together

- Assistance with the planning and preparation of key Liturgical celebrations including major feasts and seasons across sectors
- Resources for websites

The Trust Head of Catholic Life will work with school Chaplains and those with responsibility for co-ordinating collective worship to develop ideas to:

- Make prayer engaging and meaningful
- Increase involvement of our young people in the prayer life of their school
- Develop whole Trust MAT spirituality events including retreats and liturgies

The Role of the Coordinator for Collective Worship

The role of the Co-ordinator for Collective Worship is detailed at **Appendix 1**.

Insert the name of the coordinator with a defined role and responsibility for collective worship

Martina McCollom: Headteacher

&

Sarah Barr: Religious Education Coordinator

Organisation of Collective Worship

The organisation of collective worship is detailed at **Appendix 2** (each school to complete).

Policy Monitoring and Review

This policy is monitored by the Collective Worship Co-ordinator. It is evaluated and reviewed by the Headteacher, members of Senior Leadership Team and the Collective Worship Co-ordinator with the whole school teaching staff and Governors every two years.

The Role of the Coordinator for Collective Worship

- Formulating a written policy for Collective Worship
- Ensuring that there is a development plan for Collective Worship included in the school development plan
- Ensuring that Collective Worship is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that Collective Worship takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'
- Organising themes for Worship
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to Collective Worship including withdrawal from collective worship
- Developing staff confidence and expertise e.g. through modelling different prayer styles

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Observing Acts of Collective Worship and providing feedback
- Informing the Headteacher of standards and developments in Collective Worship

Communication

- Communicating to members of the school community the significance and content of Collective Worship
- Reporting to and consulting with the governors and Headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards Collective Worship
- Informing newly appointed colleagues of school policy regarding Collective Worship
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan Department for Education

Professional development/Ongoing formation

- Leading and organising in-service training and ongoing formation for Collective Worship
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading

Resources

Evaluating existing resources

- Developing the resources available for Collective Worship including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently

[Consideration should be given to the establishment of a planning group, which might include, the coordinator, the headteacher, deputy, staff, pupils, governors and school chaplain. It would be part of the role of the coordinator to lead this group.]

St. Augustine's R.C. Primary School**Organisation of Collective Worship****Planning, content and celebration**

Acts of Worship are planned following a structure with reference to the Church's seasons, Come and See, Holy Days Obligation, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Days, Holocaust Memorial Day.

Parents/Carers, governors and parishioners 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 meet for prayer at the start of each school day. Pairs of staff take turns to lead morning prayer.

Liturgies for staff take place on CPD days. These may take the form of a Liturgy of the Word or a celebration of Mass.

Collective Worship during times of school closure.

Where visits/visitors to school are restricted, a filmed liturgy is shared via social media. The Whole School and Class Acts of Worship are shared live via TEAMS, enabling participation by pupils in school, and those at home with their families.

The timetable of Collective Worship is as below.

(Insert timetable showing different planned opportunities including annual/termly liturgy schedule, class based worship, length and time of day, weekly pattern, pupil groupings and venues)

**St. Augustine's R.C. Primary School
Collective Worship Annual and Termly Schedule**

Term	Seasonal/Feasts/Holy Days of Obligation/National events	School/ Parish Celebrations
<i>Autumn Term</i>	<p align="center">Ordinary Time</p> <p align="center">CAFOD Harvest Fast Day Liturgy and fundraising Parents/carers/governors invited</p>	<p>Education Sunday – <i>Children lead in minor ministries at Mass</i> <i>Staff renew commitment to working in Catholic Education</i> <i>Memorial shields are presented to Y6 pupils</i></p> <p>Welcome Liturgy for Reception Class + Parents and Carers <i>Led in School by PP</i> <i>Blessing for each child and gift of prayer cards to encourage prayer at home.</i></p>

	<p style="text-align: center;">All Saints pupils attend Mass at church; leading minor ministries.</p> <p style="text-align: center;">Remembrance – liturgy and national silence</p> <p style="text-align: center;">Advent</p>	<p>Rosary bags sent for prayer at home</p> <p><i>Book of Remembrance used on liturgies throughout the month of the Holy Souls</i></p> <p>Youth Friday – Liturgy using diocesan script. Led by the Prayer group. Fundraising for YMT</p> <p>1st Week of Advent Blessing of the Advent Wreath Led by PP</p> <p><i>Weekly liturgy prepared by pairs of classes. Parents and parishioners invited.</i></p> <p>Posadas (travelling cribs) for prayer at home during Advent</p> <p>Advent Liturgy in Church led by KS2 pupils. <i>Donations given to The Kumi Project St. Teresa's Hospice SVP Salvation Army</i></p> <p>First Reconciliation – in Church. <i>Liturgy prepared in school through liaison with parish catechists.</i></p>
<p style="text-align: center;">Spring Term</p>	<p style="text-align: center;">Epiphany</p> <p style="text-align: center;">Feast of the Presentation</p> <p style="text-align: center;">Ash Wednesday</p>	<p style="text-align: center;">Mass in Church minor ministries led by pupils</p> <p>Whole School Liturgy with candle procession and dramatized gospel. Led by PP <i>Parents/carers invited</i></p> <p>Key Stage 2 pupils attend Mass with distribution of ashes. Children lead minor ministries.</p> <p>Liturgy with distribution of ashes in school for Reception and Key Stage 1 Led by senior staff.</p>

	<p style="text-align: center;">Lent (See attached Lent timetable)</p>	<p>Parish Stations of the Cross led by Key Stage 2 pupils</p> <p>Stations of the Cross in School led by Key Stage 1 + Reception Parents/carers invited</p> <p>Stations of the Cross in Church for Key Stage 2 pupils, led by PP</p> <p>Prayer stations in church (based on events of Holy Week) Created by staff visited by Year 2 – 6 Visited by parishioners.</p> <p>Service of Reconciliation in School Parents/Carers invited.</p>
<p style="text-align: center;">Summer Term</p>	<p style="text-align: center;">Ascension</p> <p style="text-align: center;">Dedication of the month of My to Our Lady</p> <p style="text-align: center;">Feast of St. Augustine of Canterbury 27th May</p> <p style="text-align: center;">Pentecost</p> <p style="text-align: center;">Ordinary Time</p>	<p>School attends Parish Mass minor ministries led by pupils</p> <p>Additional inclusion of marian prayers in liturgies</p> <p>Rosary Bags sent home families</p> <p>Marian Liturgy in School Led by PP Parents/parishioners invited.</p> <p>Mass or liturgy in school for the feast of St. Augustine of Canterbury</p> <p>Liturgy in school, on Monday closest to Pentecost Sunday</p> <p>First Holy Communion Mass (June) School leads on preparations for the liturgy.</p> <p>Year 6 Leavers Mass in School. Staff, parents/carers and governors invited. Presentation of Bibles to leavers.</p>

St. Augustine's R.C. Primary School
Weekly Timetable for Acts of Worship.

Monday a.m. 10:15-10:30	Whole school Collective worship Liturgy of the word Led by HT and pupil liturgy group.	Based on Statements to live by or Sunday Gospel following a Major Feast.
Tuesday a.m. KS1 9:15-9:30 KS2 10:15-10:30	Key Stage Worship Class worship – due to covid Story or reflection Led by class teachers in turn.	Linked to Come and See Topic/Gospel/statements to Live By/Feasts or Saints days.
Wednesday a.m. 10:15-10:30	Class Worship Teacher and Pupil involvement in preparation and leading liturgy. KS1: Children support the teacher in preparing collective worship. KS2: Pupils prepare liturgy with support when needed from teacher.	Wednesday word Statements to Live By PSHE Themes/Feast days or Saints' days.
Thursday a.m. 10:10-10:30	Whole School worship Prayers Led by HT (Covid) class worship	Hymn Practice – developing repertoire for use in Liturgies/preparations for a specific celebration as needed.
Friday p.m. 2:40 – 3.00 p.m.	Whole School Awards Assembly Led by HT or senior staff	Concluding the week's Statements to Live By. Celebration of the week's achievements both in and out of school (for pupils and adult) Head teacher awards Merit Certificates House Points Always concludes with prayers.
<p style="text-align: center;">All pupils share in Morning Prayer, Grace before meals and after meals and evening prayer, within their class setting.</p> <p>Additional opportunities for class based liturgies arise through the topics of the 'Come and See' Scheme. Liturgies always include the 4 elements; Gathering together The Word of God</p>		

Recording

Collective Worship is recorded in a liturgy planner stored in class collective worship. Collective Worship may also be planned as part of a lesson and kept in RE books.

The Headteacher maintains a file for each term, containing plans and resources for whole school acts of worship and celebrations of Mass

Worship in school

The Head teacher and Senior staff have overall responsibility for preparing and leading whole school acts of worship.

Individual classes/groups of pupils, with their class teacher or the Head teacher, plan and lead whole school liturgies for special celebrations.

All teaching staff plan and lead Key Stage Acts of Worship on a regular basis.

Each class teacher is responsible for overseeing the planning and leading of Class Worship and for developing and encouraging pupils to share their role.

Worship from World Faiths

Some acts of worship may contain material from other faiths. Stories and prayers from other traditions can be suitably introduced at festivals and events that already cross faith boundaries e.g. Harvest/Prayer for the world Peace/themes and values which are common to all faiths e.g. Love, justice, compassion, self-control and hope.

Monitoring and Evaluation

Collective worship is monitored termly via walk through observations, pupil views, monitoring of planning folders and annually through collection of parents' and staff questionnaires. **(Attached)**

Collective Worship is monitored using The diocesan model Collective Worship form, is used or monitoring. **(Attached)**

Following monitoring, training needs will be identified and outcomes used to inform the SEF 48 and the School Development Plan.

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

Each class has its own supply of artefacts for use in collective worship e.g. *candles, crucifix/cross, fabrics in liturgical colours, , a holding cross and a set of glass pebbles*. These can be accessed by staff and pupils to create a focal point for the classroom or for a particular event. Shared spaces such as the prayer and well-being room, the hall and the school foyer contain focal

¹ Christ at the Centre Rev Marcus Stock, 2005

points, highlighting the colour of the liturgical season and appropriate artefacts to support acts of worship.

Developing Parish Links

The Priest in Charge of the Parish provides chaplaincy to the school.

Meetings are held with the Headteacher and the Religious Education Coordinator to identify key celebrations and opportunities for events to take place in school and at church. Intermittent meetings take place to allow for more detailed planning of liturgies.

Pupils work with members of staff to plan and lead parish liturgies e.g. Stations of the cross; e.g. undertaking the minor ministries at Parish Masses led by the school for example on Holy Days of Obligation.

Key Stage 2 pupils have a monthly opportunity to take part in the minor ministries, supported by parishioners through the School and Parish joint programme; 'Learning to Lead At Mass'

Sacred Spaces

The Prayer Room, at the heart of the school, is used for staff, group, and class acts of worship.

There are focal points in the prayers room, the school hall and the school foyer

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.

Resources

School also has resources stored in the prayer room in labelled boxes. Bibles and religious stories, artefacts, other faith resources.

See also The Learning Environment

(Provide details of resources used – Copy list from Eszter's resource file in prayer room)

Year Group:

Monitoring of Collective Worship

Date:

	Focus	Comments
Planning (discussed with teacher before or after celebration) <ul style="list-style-type: none"> Have the children been involved in the planning? Has the Act of Worship been planned around a theme/feast? 		
Structure (If Liturgy) <ul style="list-style-type: none"> Can the four parts (Gather, Word, Response, Mission) be distinctly identified? How did children gather? Was the Word appropriate and treated reverently? How did children respond to the Word? Was there a clear Mission, an evident message at the end of the liturgy? 		
Leadership <ul style="list-style-type: none"> Child or adult led? Depending on the age of the children were they as involved as possible in leading? 		
Engagement <ul style="list-style-type: none"> Were children fully engaged and participating enthusiastically? Was it a prayerful experience? 		
Creativity <ul style="list-style-type: none"> How creative was the Act of Worship? Did it include different prayer styles/dance/music etc to enhance the experience? 		
Prayer Space <ul style="list-style-type: none"> Were children able to create focal point, atmosphere for prayer, appropriate for their age? 		
Resources <ul style="list-style-type: none"> Were liturgical resources used appropriately eg correct liturgical colours, artefacts? 		
ICT <ul style="list-style-type: none"> Was ICT used to support and enhance the Act of Worship or was it a distraction? 		
Agreed areas for development		

A copy of this monitoring sheet has been given to the class teacher

Coordinator ...

Class Teacher ...

St. Augustine's R.C. Primary School

Staff Questionnaire

(date)

Collective Worship

My role is best described as (please circle)

Member of the senior Leadership team.	Middle Leader	Teacher	Support Staff(Teaching)	Support Staff (Other)
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We are interested in your views on the following:

- The prayer life of the school
- The opportunities you have to join in prayer and worship in the school
- How well led is the Collective Worship in school
- What the school's self-evaluation document says about Collective Worship

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- The impact that prayer and worship have on the moral and spiritual development in the school

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- The role of the school chaplain (if applicable)

What I like about prayer and worship inCatholic Primary School

--

What I would like to see improved in prayer and worship in Catholic Primary School

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St. Augustine's R.C. Primary School

Parental Questionnaire

(date)

Collective Worship

Prayer, worship and liturgy should be at the heart of a Catholic school. They are integral to the ethos, mission and distinctive nature of a school community.

We are interested in your views on the following.

Please tick the box that you feel most appropriate	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
Prayer is central to the life of the school					
My child enjoys and participates enthusiastically in collective worship					
I feel welcome to attend collective worship					
I am happy with the quality of collective worship celebrated in school					

Collective worship has a positive impact on the moral and spiritual development of my child					
Collective worship is well led in school					
The school chaplain provides opportunities for pupils to develop spiritually through acts of collective worship					
What I like about collective worship in Catholic Primary School					
What I would like to see improved about collective worship in Catholic Primary School.					