



**Bishop  
Hogarth**

Catholic Education Trust

## **St Bega's Catholic Primary School**

# **COLLECTIVE WORSHIP POLICY**

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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 Each pupil must take part in a daily act of collective worship unless they have been withdrawn by their parents, or if in the sixth form they have decided to withdraw themselves.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 inspection of 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**.

*The role of Collective Worship Coordinator will be carried out by Mrs J Dolphin and Miss Lauren Railton.*

### **Organisation of Collective Worship**

The organisation of collective worship is detailed at **Appendix 2**.

### **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 inservice 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

## Appendix 2

### Organisation of Collective Worship

#### Planning, content and celebration

Collective Worship is planned following a structure with reference to the Church's seasons, Come and See (primary), feast days, the curriculum and significant dates.

Parish and parents are invited to participate in some celebrations.

The timetable of Collective Worship is as below.

Term	Worship
Autumn	Weekly key stage worship Weekly whole school worship Daily class worship Christ the King Liturgy Weekly Advent liturgy Christmas whole school mass Advent Reflection
Spring	Weekly key stage worship Weekly whole school worship Daily class worship Weekly Lenten liturgy Easter whole school mass Stations of the Cross Reflection
Summer	Weekly key stage worship Weekly whole school worship Daily class worship Saint Peter and Paul liturgy End of year whole school mass

#### Recording

Collective Worship is recorded in a variety of ways, including photos, prayer journals and class books. Worship done via Teams is recorded.

#### Monitoring and Evaluation

Collective Worship is monitored in the following ways:

- Pupil voice/feedback
- Supportive learning walks
- Monitoring of evidence such as photos and videos.

-Parent feedback following events when parents are present

An evaluation using the diocese Collective Worship auditing form takes place annually.

Teachers include daily periods of class worship on their weekly timetables.

A planning sheet supports children in planning worship.

Our Class Collective Worship  
By Year\_\_\_\_

What season of the Church's year is it?
What will you need?
GATHER: How would you like your friends to gather together?
Will there be a focal point or object you would like your friends to look at?
LISTEN: What readings would you like to include in the worship? How would you like to explain these to your friends? (what questions might you ask them? what would you like them to think about?)
RESPOND: Are you going to include any music, singing or responses in your worship? Why have you chosen this?
Would you like your friends to take away from the worship? (It may be a question, an actual object or a job they have to do.)
RENEW: How would you like your friends to be sent out from the worship? (music, silence, a task to complete?)

Collective Worship is monitored using Collective Worship monitoring form from the Diocese of Hexham and Newcastle.

	<b>Comment on Present position</b>	<b>Maintain present position</b>	<b>Improve/ Change present position</b>	<b>Action to be taken</b>
Do we have an updated policy for Collective worship/liturgy?				
Is a variety of pupil groupings used?				
Do we offer a range of experiences? E.g. songs, reflection, silence e.t.c.				
Do we acknowledge and accommodate the variety of faith traditions or lack in pupils and staff gathering for worship?				
Are the resources adequate for CW?				
Have we provided staff with CPD in CW?				
Do we provide opportunities for voluntary worship and retreat experiences?				
Do we involve pupils in the planning and presentation of CW?				
Is there a development plan for collective worship and does it form part of the S.D.P.?				
Do we monitor and evaluate collective worship?				

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

## **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'<sup>1</sup>

## **Developing Parish Links**

The parish newsletter is sent to parents via the school Facebook account. Mass times and venues are displayed in the weekly school newsletter.

The school works with the Holy Family Parish youth coordinator on events including our cluster schools, families and churches throughout Hartlepool.

## **Prayer**

A variety of prayer styles will be used appropriate to the age of the children and the occasion.

### Early Years

#### Morning and Home Time Prayer

We close our eyes and softly say, thank you God for school today.

#### Lunch time Prayer

Thank you for the world so sweet  
Thank you for the food we eat  
Thank you for the birds that song  
Thank you God for everything  
Amen

### Key Stages One and Two

#### Morning Prayer

O My God I offer you, all that I shall do today,  
  
O my God 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,

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<sup>1</sup> Christ at the Centre Rev Marcus Stock, 2005

Bless me through the day.

Amen

### Lunch time Prayers

Bless us oh Lord as we sit together,

Bless the food we eat today,

Bless the hands that make our food,

Bless us oh Lord,

Amen

Bless us oh Lord, and these thy gifts,

Which we are about to receive, from your bounty,

Through Christ our Lord,

Amen

### Home Time Prayer

Oh my God I've 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

### Staff

Each staff meeting is started with a prayer.

### Children

Children pray their Key Stage prayers daily.

Children have an additional period of worship or reflection each day, which may include:

-prayer journal work

-reflection to music

-intentions

### Resources

Resources are available in a shared resource bank, including:

-A range of books

-A range of images

-CAFOD worship resources

-Online reflection videos

-Resources provided by YMT

### **Daily Worship**

Term	Worship
Autumn	Weekly key stage worship Weekly whole school worship Daily class worship
Spring	Weekly key stage worship Weekly whole school worship Daily class worship
Summer	Weekly key stage worship Weekly whole school worship Daily class worship

### **Feast Days / Holy Days of Obligation**

Parents are invited to mass either in school or at church through the parish newsletter.

### **Sacred Spaces (Primary)**

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.

Prayer stations are available around the school for the children's use. Classes team up to take responsibility for these.

### **Charity**

With the Bishop Hogarth Academy Trust, the school supports CAFOD.

The school does other fundraisers for local charities throughout the year as identified in our school SEF.

### **Holy Mass & Celebration of Sacraments**

Masses are held at either St Mary's RC Church or in school, with our parish priests, Canon Michael Griffiths or Fr Jim Angus.

- **Sacramental Preparation: Supporting Parishes**

Children are invited to take their First Reconciliation and First Holy Communion from Year 4 onwards in our parish, The Holy Family Parish.

### **Resources**

Come and See

CAFOD Collective Worship Resources

'Statements to Live By' Worship Resources