



Bishop Hogarth Catholic Education Trust

SACRED HEART CATHOLIC PRIMARY SCHOOL



COLLECTIVE WORSHIP POLICY

Document Management:**Date Policy Approved:** 27 June 2017**Date Amended:** April 2021**Next Review Date:** April 2023**Version:** 2**Approving Body:** Standards Committee

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 Christ Jesus;
- 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 Each pupil must take part in a daily act of collective worship unless they have been withdrawn by their parents, or if in the sixth form they have decided to withdraw themselves.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 worshipping 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;
- 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; and
- 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; and
- Develop whole Trust MAT spirituality events, including retreats and liturgies

The Role of the Coordinator for Collective Worship

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

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.

Appendix 1

The Role of the Coordinator for Collective Worship

- Formulate a written policy for Collective Worship;
- Ensure that there is a development plan for Collective Worship included in the school development plan;
- Ensure that Collective Worship is appropriate to the age, aptitudes and faith backgrounds of pupils;
- Ensure 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';
- Organise themes for Worship;
- Assist the governors and headteacher to carry out their legal responsibilities with regard to Collective Worship including withdrawal from collective worship; and
- Develop staff confidence and expertise e.g. through modelling different prayer styles.

Planning, recording, monitoring and evaluating

- Maintain and develop effective procedures and documentation;
- Observe Acts of Collective Worship and providing feedback; and
- Inform the headteacher of standards and developments in Collective Worship.

Communication

- Communicate to members of the school community the significance and content of Collective Worship;
- Report to and consult with the governors and headteacher regarding matters of concern and development;
- Act as consultant to colleagues;
- Encourage positive attitudes towards Collective Worship;
- Inform newly appointed colleagues of school policy regarding Collective Worship;
- Communicate with parents, governors and the parish community;
- Liaise with the school chaplain; and
- Liaise with the Diocesan Department for Education.

Professional development/Ongoing formation

- Lead and organise in-service training and ongoing formation for Collective Worship;
- Attend appropriate in-service courses, reporting back and leading staff training; and
- Keep up to date by personal reading.

Resources

- Evaluate existing resources;
- Develop the resources available for Collective Worship including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.;
- Budget 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 curriculum feast days, and significant dates, e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

The timetable of Collective Worship is as below.

See Attachment 2 – Collective Worship Planner.

Weekly Timetable

Monday (15-20 mins)	Key Stage Collective Worship
Tuesday	Class Based Worship
Wednesday	Class Based Worship
Thursday	Class Based Worship
Friday	Class Based Worship End of each Half Term Whole School Head teacher Celebration Assembly

Recording

Whole school Collective Worship is recorded in a liturgy planner and class based Collective Worship within a class folder.

Monitoring and Evaluation

Collective Worship is monitored termly using the Collective Worship monitoring form. (See attachment 1).
Following monitoring, training needs will be identified and outcomes used to inform SEF 48.

Feedback from Collective Worship is verbal between staff and children. It is also evident in the way the children respond and behave towards each other and in the general atmosphere and level of expectations within the school.

At least once a year the school's provision of worship will be evaluated to consider whether it meets the needs of all pupils and whether pupils are making progress in acquiring skills and abilities in organising and leading worship. All teachers are responsible for the monitoring and development of the prayer life of the children in their own class.

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.

Developing Parish Links

Canon Michael Griffiths works closely with Sacred Heart Catholic Primary School and leads whole school masses as well as liturgical services throughout the school year.

End of year mass is held at St Joseph's Church and parents are invited along.

Stations of the Cross are held during Lent at St Joseph's Church, parents and parishioners are invited along.

Each year group in KS2 lead an Advent Service in St Thomas More's Church during Advent, which parents and parishioners are invited along to. There is an opportunity to meet socially following these services in the parish hall.

Different year groups go to visit St Joseph's Church to learn more about the church, aspects of the mass etc.

Ric Slatter, Holy Family Parish Youth Co-ordinator works with year groups in school, and across the town. All of Year 5, from across the Catholic primary schools in Hartlepool, have a day of celebration organised by Ric. This has been hosted by Sacred Heart School on both occasions.

Year 4 led a mass, held in school, but streamed across the Catholic primary schools in Hartlepool, whilst Year 5 led Stations of the Cross, again live streamed, during COVID.

Prayer

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

This includes liturgical dance, prayer journaling, leading class acts of worship and a Day of Reflection, which is held each year across the whole school.

Daily Worship

At Sacred Heart, Worship takes place in the following activities:-

- Through 'Come and See';
- Daily class acts of worship and prayers;

- School, Key Stage and class assemblies;
- School Masses and Celebration of the Sacraments.

The timing and organisation of daily worship is flexible. It need not be held at the start of the school day. There may be a single Act of Worship for all pupils or separate acts for pupils in different classes or year groups. Collective Worship may take place in the classroom, the hall, the church or the outdoors; in fact it may take place wherever a group are gathered and have the urge to praise God. Each class teacher has allocated time each day (See class time-tables), the time allowance being in line with policy i.e. the specified time for the age of the child.

Once a week the Act of Collective Worship takes place as part of a Key Stage school assembly. The other days it takes place in class groups. Appropriate resources are displayed on a focus table.

Each week at Sacred Heart, the whole school comes together to emphasise the unity of our community. This assembly is usually led by the Headteacher. It takes the format of formal prayers followed by an Act of Collective Worship. The focus is usually based on the sharing Sunday's Gospel.

Retreats / Pilgrimages

Each year, the Year 6 children visit the Youth Village for a day to work with the Youth Ministry Team. Parents have an opportunity to partake in a Family Retreat, which takes place once a year at the Youth Village. Activities take place across a weekend and parents are encouraged to join.

Year 5 are involved in a Day of Celebration. All Year 5 children, from across the catholic primary schools in Hartlepool, come together and join in a day praising God.

Feast Days / Holy Days of Obligation

Feast days are celebrated in school through liturgical services led either by Canon Michael Griffiths or the Headteacher eg Ascension Thursday, Ash Wednesday.

Sacred Spaces

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

Charity

Sacred Heart are involved in a number of charitable works including:

CAFOD

Hartlepool Food Bank

Apostleship of the Sea

Alice House Hospice (Hartlepool)

Children in Need
Youth Mission
Red Nose Day
Samaritan's Purse Shoe Box Appeal
NSPCC

Holy Mass & Celebration of Sacraments

The whole school celebrates Mass at the beginning of the year and at the end of the Summer term. In the Autumn term in school there is a liturgy for the new Reception children, which is led by the Year 6.

At our parish church, St Joseph's, Year 6 celebrate Mass with Year 7 children from our feeder Catholic secondary school, The English Martyrs School and Sixth Form College.

In the Autumn term, children plan and lead an Advent liturgy at church.

Year 2 lead a Harvest Festival liturgical service, here in school.

Year 1 and Year 2 hold a special Mother's Day liturgical service, here in school.

Each term, a Mass is held in school.

Children preparing to receive the sacraments are involved in a town-wide mass, previously held at St John Vianney's Church.

At the end of the academic year, we have a mass that the whole school attends at St Joseph's Church and a Leavers' assembly, held in school, to celebrate the Year 6 children's final year in school.

These celebrations allow the children to be actively involved in the liturgy. Parents are invited to participate in these celebrations.

Sacramental Preparation: Supporting Parishes

At Key Stage 2, a class reconciliation services take place during the seasons of Advent and Lent. The celebration includes readings, prayers and songs and the children are also given time for quiet reflection. An opportunity is then given for the children to receive the sacrament individually. The children at Key Stage 1 and Year 3, until they have made their First Reconciliation, participate in less formal services.

Resources

The resources for collective worship include a variety of Bibles, stories with a biblical theme, Prayer books, posters, artefacts, ideas for services and assemblies. These are stored in the

Prayer Room. The RE Subject Leader is always willing to help teacher's select suitable resources.

In each classroom there is :

- A focal point for prayer/class assemblies /worship.
- A copy of the Bible
- A crucifix
- A selection of religious books – including for example, God's Story, The Church's Story, books on the lives of Saints etc.

Monitoring of Collective Worship (Attachment 1)

Date:

Year Group:

Focus	Comments
<p>Planning (discussed with teacher before or after celebration)</p> <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? 	
<p>Structure (If Liturgy)</p> <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? 	
<p>Leadership</p> <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? 	
<p>Engagement</p> <ul style="list-style-type: none"> • Were children fully engaged and participating enthusiastically? • Was it a prayerful experience? 	
<p>Creativity</p> <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? 	
<p>Prayer Space</p> <ul style="list-style-type: none"> • Were children able to create focal point, atmosphere for prayer, appropriate for their age? 	
<p>Resources</p> <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 ...

Attachment 2

<h2>Collective Worship Planner</h2>

Class:	Leader:	Date:
Theme of Worship:		
Preparation required		
Gather		
Listen		
Respond		
Go Forth		

--	--