

CARDINAL POLE CATHOLIC SCHOOL



Prayer & Liturgy Policy

Approved by
Governors

Signed:

A rectangular box containing a handwritten signature in black ink, which appears to be 'J. Rodwell'.

Date:

30/11/22

Review due date (1 year):

November 2023



CARDINAL POLE
CATHOLIC SCHOOL

OUR MISSION

'Cardinal Pole Catholic School is a community of *service* guiding young people on a path to *opportunity*, *aspiration*, and *reward*, founded on Catholic values.'

Mission Statement

Our mission statement states 'Cardinal Pole is a community of **service**, guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values'.

As such we are dedicated to providing an excellent education to all students that develops the whole child and gives them a spiritual experience and understanding that is embedded throughout their school life and which allows them to grow in their faith.

In our school we seek to nurture this spiritual development within the school and good preparation of appropriate involvement within the Mass and Liturgy.

Aims of Collective Worship

Catholic Life at Cardinal Pole should be central to the life of the school and a feature of every school action and celebration. Acts of Collective Worship, therefore, should be embedded within this and should be inclusive, educational and spiritual.

Worship should be relevant to students' experience, involve them as participants and foster a sense of community within the school. Collective worship reflects the traditions of the Catholic Church, whilst taking into account the spiritual and educational needs of all who share in it. In line with DfE/OFSTED guidance, we aim to support students with different religious beliefs in their prayer rituals.

Worship should be linked to curricular activities and allow students opportunities to reflect on the educational aims of our school and should provide opportunities for individual reflection in an atmosphere conducive to the consideration of the transcendent and sense of mystery. Ultimately, collective worship should be meaningful.

Students are encouraged to put their faith into practice with the duty to serve echoed in the school motto of **SOAR**.

The Role of the Chaplaincy Team

At Cardinal Pole we believe that worship is concerned with giving worship, glory, honour and praise to God. It is our loving response in word and action to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit. The liturgical life of the school is organised and monitored by the Chaplain, with support from the Head of RE and the SLT, who plan and arrange liturgies together with the local clergy, where possible.

Prayers are provided to assist tutors in leading Collective Worship. This contains prayers and reflections related to everyday life/events and the liturgical year. Daily events are arranged throughout Advent and Lent to support students' understanding of those liturgical seasons. The Chaplain also arranges and organises regular acts of worship or liturgical events so that our students are consistently exposed to Catholic acts of worship.

The religious and educational needs of all who share and participate in worship are also taken into consideration, when acts of collective worship are planned.

Designated staff, principally the Chaplain and SLT, are also responsible for developing a programme of retreats to be made accessible for identified year groups as well as working with Heads of Year and organising events that give students the opportunity to show service to others through acts of charity.

Daily Prayers

'Prayer, worship and liturgical celebration are central to our Catholic tradition. It is of prime importance, however, that sound educational and pastoral principles determine the ways in which these are experienced in the school community'

Evaluating the Distinctive Nature of a Roman Catholic School, Third Ed. 1994, CES

The school day begins with prayer, which is central to our life and work in this Catholic School. At Cardinal Pole, we believe that our community can be made distinctive by:

- Praying with students;
- Helping students to reflect on their prayers;
- Encourage students to create their own prayer;
- Enable students to participate in the liturgy;
- Foster a quiet and prayerful environment;
- Celebrate prayer and learning through assemblies;
- Participate in staff prayer;
- Working with the parish communities;
- Inviting parents into the prayer life of the school
- Sharing with students in Eucharistic and other liturgical celebrations;
- Offering students the opportunity to receive the Sacrament of Reconciliation during either Advent or Lent (depending on Priest availability)

Mass

We aim to organise the celebration of Mass regularly throughout the year, but this is dependent on the availability of local priests. The prayers, readings, music and various liturgical presentations are organised by identified staff in conjunction with the local clergy, who continue to support the liturgical life of the school. Students are also involved in the planning of Mass. Each year group should have at least one Mass per half term. Year 7 Students will additionally have their annual Bible Mass, as well as their celebration Mass on the annual pilgrimage to Canterbury.

Liturgies

There are occasions when it is more suitable to organise non-Eucharistic or para-liturgical services. Once again, the Chaplain will oversee and lead, often assisted by other staff but crucially involving students in the design and, where appropriate, the delivery of these liturgies.

Year Group Assemblies

A school Collective Worship rota (see attached) is produced each year that includes acts of collective worship (traditionally called assembly) organised by Senior Leaders, Heads of Year or Form Groups. This rota follows the liturgical calendar (which includes all the main feasts of the Church's calendar) and themes are calendared to assist those leading the respective assemblies. Each Year Group has a Liturgical assembly each week.

In line with recent OFSTED guidance on collective worship, our aim is for these assemblies to become more student-led in both planning and delivery.

Every Collective Worship Assembly, where possible, will follow the following routine:

- Students line up in form groups outside the main hall. At this point students should be prepared for the occasion and be respectful. Uniform should be checked here and any issues resolved;

- The SLT member assigned for that day should be at the front of the hall ensuring students are silent and respectful;
- Students enter the main hall in silence and sit in silence awaiting the rest of the year Group;
- Students are greeted with good morning and respond;
- All (in line with personal beliefs) give the sign of the Sign of Cross;
- Students are asked to be seated;
- Exploration of Religious Theme as indicated by the Collective Worship rota for the year;
- Reference to scripture and the school's core values;
- Closing Prayer;
- Sign of the Cross;
- Notices/Awards (Tutors should take a register as notices are shared);
- If Notices/Awards are likely to detract from the purpose of the assembly, be used as a means of disciplining students or cause the Assembly to overrun, these should be delivered in Form Period.

The format of Collective Worship should be as follows:

ENTRY

- The Head of Year is present in the hall to receive students, and supervise and control their entry and exit;
- The senior staff member, assigned to that day, is present to assist with supervision and standards;
- Students must enter the main hall in silence and in full correct uniform.

ATMOSPHERE (Environment)

- The person with responsibility for leading each assembly should pay particular attention to creating an inspiring atmosphere conducive to prayer/reflection/worship – a sense of awe (a focal point, use of Music/Lighting/Word Focus/ Quotations etc).

PLANNING

- The assembly should be thoroughly planned and prepared (use of imaginative resources).

THEME

- The Theme should help students explore the liturgical year/school mission/celebrate our students' achievements and gifts and talents. The general themes for each week are published in the weekly staff bulletin and in the staff handbook each academic year;
- It should be clear what key messages we want the students to leave the Collective Worship with and use appropriate scripture where possible;
- Staff should make sure they open with opportunities for student response.

ENGAGEMENT & RESPONSE

All staff should ensure that, throughout the act of Collective Worship, our students:

- Students act with reverence and respect;
- Students are inspired;
- Students participate enthusiastically;
- Students are challenged to put the teaching into practice.

<u>Week beginning</u>	<u>Liturgical Calendar & Theme</u>	<u>School Value SOAR</u>	<u>Scripture</u>	<u>Notes</u>	<u>Leader</u>
05/09/2022	St Teresa of Calcutta Theme: Discipleship	Service	'Amen, I say to you, what you did not do for one of these least ones, you did not do for me.' Matthew 25:32-46	St Teresa of Calcutta Feast Day 5 th September	KFE
12/09/2022	24th Sunday in Ordinary Time Theme: Mission Statement, Education Sunday & Standard Setting	Opportunity	'There will be rejoicing in heaven over one repentant sinner..' Luke 15:1-32	Education Sunday 11 th September	AHA & HOY
19/09/2022	25th Sunday in Ordinary Time Theme: Spread the Gospel	Aspiration	'You cannot be the slave of both God and money' Luke 16:1-13	Celebration of Saint Margaret Ward	KFE
26/09/2022	Saint Vincent de Paul Theme: Reward is not worldly reward	Reward	'Ask the Lord of the harvest, therefore, to send out workers into his harvest field.' Matthew 9:35-38	Saint Vincent de Paul Feast Day 27 th September	GTO
03/10/2022	St Francis of Assisi Theme: Care and responsibility for Creation	Service	'Come to me, all you that are weary' Matthew 11:25-30	St Francis of Assisi Feast Day 4 th October Month of the Rosary begins	MTI
10/10/2022	St John Henry Newman Theme: Service	Opportunity	'New treasures as well as old' Matthew 13:47-52	Feast Day of John Henry Newman 9 th October	HOYS
17/10/2022	29th Sunday in Ordinary Time Theme: World Mission Sunday	Aspiration	'God will see justice done to his chosen who cry to him' Luke 18:1-8	World Mission Sunday 23 rd October	CBE
23/10/2022	HALF TERM				
30/10/2022	All Saints and All Souls Theme: What do we want from this life?	Reward	'Rejoice and be glad, for your reward will be great in the kingdom of heaven' Matt 5:1-12	Month of Remembrance Begins All Hallows Eve: 31 st Oct All Saints: 1 st Nov- Holy Day of Obligation All Souls: 2 nd Nov	MTI (KMC-Sixth Form)
06/11/2022	32nd Sunday in Ordinary Time Theme: Remembrance Day	Service	'He is God, not of the dead, but of the living' Luke 20:27-38	Remembrance Day 11 th November	AOD
14/11/2022	33rd Sunday in Ordinary Time Theme: Endurance in faith	Opportunity	'Your endurance will win you your lives' Luke 21:5-19	Celebration of St Edmund Arrowsmith	GTO
17/11/2022	Liturgy for the Death of Cardinal Pole	Aspiration	Whole School Liturgies for the Death of Cardinal Pole		AHA
21/11/2022	Christ the King Sunday Theme: National Youth Sunday	Reward	'Lord remember me when you come into your kingdom' Luke 23:35-43	Christ the King Sunday 20 th November	KFE & Sixth Form CL Leaders
28/11/2022	1st Sunday of Advent Theme: Waiting	Service	'Stay awake so that you may be ready' Matt 24:37-44	St Edmund Campion Feast Day 1 st December Light 1st candle (Hope) Advent Charities Launch this week Sacrament of Reconciliation starts this week	SLO



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05/12/2022	AP1 Week					
12/12/2022	3rd Sunday of Advent Theme: Peace and Joy	Opportunity	'Are you the one who is to come, or have we got to wait for someone else?' Matt 11:2-11	<i>Light 2nd (Peace) /3rd candle (Joy)</i>	CBE	
19/12/2022	End of term Christmas Liturgies	Aspiration	'Today a saviour has been born to us' Luke 2:1-14	<i>All Year Groups will have a liturgy in the main hall on rotation</i> <i>Light all candles</i>	KFE	
17/12/2021-02/12/2021	CHRISTMAS BREAK					
02/01/2023	Epiphany Theme: New Beginning	Reward	'We saw his star and have come to do the king homage' Matthew 2:1-12	<i>Whole Staff Liturgy for New Term Epiphany-Holy Day of Obligation 6th February</i>	KFE & AHA	
09/01/2023	1st Sunday in Ordinary Time Theme: The Baptism of the Lord & Standard Setting	Service	'As soon as Jesus was baptised he saw the Spirit of God coming down on him' Matt 3:13-17		HOYS	
16/01/2023	2nd Sunday in Ordinary Time Theme: Peace Sunday	Opportunity	'Look, there is the lamb of God that takes away the sin of the world' John 1:29-34	<i>Celebration of Margaret Clitherow</i>	SMC	
23/01/2023	3rd Sunday in Ordinary Time Theme: Remembering the Holocaust	Aspiration	'He went and settled in Capernaum: in this way the prophecy of Isaiah was to be fulfilled' Matt 4:12-17	<i>Holocaust Memorial Day 27th January</i> <i>Maximilian Kolbe</i>	AOD	
30/01/2023	The Presentation of the Lord Theme: Salvation in Christ	Reward	'My eyes have seen your salvation' Luke 2:22-40	<i>The Presentation of the Lord 2nd February</i>	SLO	
06/02/2023	Saint Josephine Bakhita Theme: Discipleship in suffering	Service	'Take up their cross daily and follow me' Luke 9:23-26	<i>St Josephine Bakhita Feast Day 8th February</i>	SRA	
11/02/2023 17/02/2023	HALF TERM					
20/02/2023	7th Sunday of Ordinary Time Theme: Love your enemies	Opportunity	'Love your enemies' Matt 5:38-48	<i>Saint Robert Southwell Feast Day 21st February</i>	GGR	
22/02/2023	ASH WEDNESDAY 22/02 Liturgies	Aspiration	'Your Father, who sees all that is done in secret, will reward you' Matt 6:1-6. 16-18	<i>All Year Groups will have a liturgy in the main hall on rotation</i> <i>Sacrament of Reconciliation starts this week</i>	KFE	
27/02/2023	1st Sunday of Lent Theme: Preparation and Fasting	Reward	'Jesus fasts for forty days and is tempted' Matt 4:1-11	<i>Promotion of Lenten Charities</i> <i>Feast of St David 1st March</i>	SLO	
06/03/2023	2nd Sunday of Lent Theme: Transfiguration	Service	'His face shone like the sun' Matt 17:1-9	<i>Promotion of Lenten Charities</i>	CBE	

13/03/2023	3rd Sunday of Lent Theme: The gift of Eternal Life	Opportunity	'A spring of water welling up to eternal life' John 4:5-42	Promotion of Lenten Charities St Patrick Feast Day 17 th March	GTO	
20/03/2023	Annunciation of the Lord Theme: Incarnation	Aspiration	'You are to conceive and bear a son' Luke 1:26-38	Promotion of Lenten Charities The Annunciation of the Lord 25 th March	AHA	
27/03/2023	Easter Liturgies		The Passion of Our Lord Jesus Christ according to John John 18:1-19	All Year Groups will have a liturgy in the main hall on rotation	KFE and Sixth Form CL + Drama Dept	
03/04/2023- 14/04/2023	EASTER BREAK					
17/04/2023	2 nd Sunday of Easter Theme: Resurrection	Opportunity	'He has risen from the dead and now he is going before you into Galilee' Matthew 28: 1-10		MTI	
24/04/2023	3rd Sunday of Easter Theme: Recognising Jesus & Standard Setting	Aspiration	'They recognised him at the breaking of bread' Luke 24:13-35	St Georges Day Feast Day 23 rd April	HOYS	
01/05/2023	4th Sunday of Easter Theme: Vocations Sunday	Reward	'I am the gate of the sheepfold' John 10:1-10	Guest Speaker to visit RE lessons	KFE & Y12 CL	
08/05/2023	5th Sunday of Easter Theme: The 'I am' sayings	Service	'I am the Way, the Truth and the Life' John 14:1-12	Celebration of St Anne Line	AHA	
15/05/2023	18/05 The Ascension Theme: The Ascension	Opportunity	'All authority in heaven and on earth has been given to me' Matt 28:16-20	The Ascension- Holy Day of Obligation 18 th May	ECO	
22/05/2023	Pentecost Theme: Power through the Holy Spirit	Service	'As the Father sent me, so am I sending you: receive the Holy Spirit' John 20:19-23	Pentecost 28 th May	LTA	
28/05/2023- 2/06/2023	HALF TERM					
05/06/2023	The Most Holy Trinity Theme: Trinity	Aspiration	'God sent his Son so that through him the world might be saved' John 3:16-18	Most Holy Trinity 4 th June	CBE	
12/06/2023	The Most Holy Body and Blood of Christ Theme: Real presence of Jesus the Eucharist	Reward	'My flesh is real food and my blood is real drink' John 6:51-58	The Most Holy Body and Blood of Christ 11 th June	MTI	
19/06/2023	St Thomas More Theme: Courage	Service	'He who does not take his cross and follow me is not worthy of me' Matthew 10:34-39	St Thomas More Feast Day 22 nd June	GGR	

26/06/2023		AP2 WEEK			
03/07/2023	St Peter and Paul Theme: Peter as the first Pope and leader	Opportunity	'You are Peter, and I will give you the keys of the kingdom of heaven' Matt 16:13-19	<i>St Peter and Paul - Holy Day of Obligation 29th June (Falls during AP2 so celebrated the week after)</i>	KFE
10/07/2023	14th Sunday in Ordinary Time Theme: Jesus will give you rest from the world	Aspiration	'I am gentle and humble of heart' Matt 11:25-30		LTA
17/07/2023	15th Sunday in Ordinary Time Theme: The Kingdom of God	Reward	'A sower went out to sow' Matt 13:1-23		SMC
21/07/2022	End of term liturgies Theme: Live your mission	Service	'Go therefore and make disciples of all nations' Matthew 28:16-20	<i>All Year Groups will have a liturgy in the main hall on rotation</i>	KFE + AHA

	Feast Days:
School saints	St Teresa of Calcutta (Y7): 5 th September St Francis of Assisi (Y9/10): 4 th October St John Henry Newman (Y11): 9 th October St Josephine Bakhita (Y8): 8 th February St Thomas More (Y12): 22 nd June
British saints	St Andrew: 30 th November St David 1 st March St Patrick 17 th March St George 23 rd April
Form saints	St Edmund Campion: 1 st December St Robert Southwell 21 st February
Form saints (not during academic year are celebrated at other time in the year)	St Margaret Ward, St Margaret Clitherow All 3 on 20th August St Anne Line St Edmund Arrowsmith 28 th August

Holy Days of Obligation:
1. All Souls Day- 1/11/2022
2. Epiphany- 6/1/2023
3. Ascension-18/05/2023
4. Saints Peter and Paul- 29/06/2023

Liturgies:
Start of year
Cardinal Pole Remembrance Day
Ash Wednesday
Holy week
End of year