

St Thomas More High School

Prayer and Liturgy Policy



The School's Mission Statement

*To inspire, To learn, To achieve,
To keep our Catholic ethos at the centre of our lives,
To fulfil our educational potential, welcoming all and reaching out to the wider world,
To truly be God's servant first.*

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1. The context of this prayer and liturgy policy

‘The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life.’ (Marcus Stock (2012), *Christ at the Centre*, Catholic Truth Society, 23.)

2. Statement of requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20; Instrument of Government, clause 2). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (The Mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019).

The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)). Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)).

The school’s provision for prayer and liturgy will fulfil pupils’ entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar.

Prayer and liturgy are not designated curriculum time. In the context of the Catholic school, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

3. Responsibility

(a) Governance

The governors, as guardians of the Catholic school’s life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is a named person(s) who is responsible for prayer and liturgy in the school (the Lay Chaplain)
- the prayer and liturgy policy is updated regularly and shared with all stakeholders
- there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.

(b) Headteacher

The headteacher, as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the Lay Chaplain

- those responsible for prayer and liturgy in the school have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the school.

(c) The Lay Chaplain (Prayer and Liturgy Coordinator)

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an Annual Plan of Provision for prayer and liturgy across the school year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments
- there is daily planned prayer for all pupils, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, and delivery of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and readily available to staff and pupils
- induction on prayer and liturgy takes place for new members of staff as required
- staff have access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the headteacher and governing body to support whole-school development and the Catholic life of the school
- there is collaboration with local clergy and parishes
- liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

4. Overview of prayer and liturgy provision

This section of the policy provides an overview of the provision. It outlines when prayer and liturgy take place, and the daily and weekly pattern of prayer and liturgy offered in the school. It will also include when Mass is celebrated across the year, when there are opportunities for the Sacrament of Reconciliation, and when there are special liturgies. This section of the policy is similar to, but less detailed than, the Annual Plan of Provision. The Annual Plan of Provision includes, for example, dates, who is responsible, and much more detail. This is a working document and is the responsibility of the Prayer & Liturgy coordinator and Headteacher.

Rhythm of prayer throughout the day

- In class carried out at least 2 times a day – start of the day (in form time) and home time (end of Period 5)
- At the start of each Religious Education lesson (unless P5 in which case at the end)
- It should be reverent and respectful, as well as prayerful.
- Each class must have a crucifix and, where appropriate, a noticeboard indicating the House saint of the form group that register in that classroom. The RE department has a dedicated prayer focus area that displays liturgical seasoned coloured cloth and a Bible. It may also have flowers, statues of class saints and other artefacts to help children be spiritually engaged.
- They can be led by any member of the school community.
- They should offer children the opportunity for spiritual contemplation.

Forms of Collective Worship

Assemblies

- Weekly Headteacher's Assembly on a Friday
- Time allocation (15 minutes in Secondary schools – not including coming in and out)
- Monitoring – Leadership and governors will observe.

Masses

- Weekly Year group – One Form class prepare hymns, readings, bidding prayers (See Mass Planner in Appendix 3)
- Whole school – on holy days of obligations and Feast of St Thomas More
- Yr7 Welcome Mass
- House Masses on (or close to) House saint feast day
- Monthly Diocesan Youth Mass at Brentwood Cathedral
- Assisi Catholic Trust Mass for all staff in ACT schools
- Annual Mass for the Deceased in November, after school, whole community are invited
- Confirmation celebration e.g. school/parish – Voluntary
- Yr11 leavers Mass – School
- Patronal Feast Day of St Thomas More – 22nd June

Liturgies

- Thursday Collective worship in form rooms when classes not in Mass
- Yr12 Welcome Liturgy
- Yr13 Leavers Valedictory Liturgy

Sacrament of Reconciliation

- Advent
- Lent

Worship of the Eucharist outside Mass

- Eucharistic Adoration every Thursday after school

Forms of Prayer

- Formal prayer – Morning and Evening prayer available in the school chapel following the Divine office
- Personal prayer – Chapel is open at morning breaktime and lunchtime for personal prayer
- Rota of Prayer in the chapel on Thursday for each form group. Different forms of prayer include:
 - Liturgical prayer
 - Reflective prayer
 - Meditation
- Prayer focus in classrooms / hall

Hymn Practice

- As required through assemblies – e.g. in preparation for the Feast of St Thomas More in May/June
- Liturgically appropriate hymns
- Seasonal hymns
- New hymns learnt in class and for Masses and assemblies.

Christmas/ Easter / Pentecost Celebration

- Advent / Christmas – Advent service of carols and readings
- Lent / Easter – Drama / stations of the Cross
- Pentecost – Processions and Benediction

Retreats/ Away Days

- For Staff and Governors
- Pupils
- Student Leaders

Resources to support Collective Worship

- Bibles
- DVDs
- Banners
- Music
- Crosses and crucifixes
- Drapes (Liturgical colours)
- Statues and other religious artefacts
- Internet

Displays

- Liturgically relevant posters
- Pupils' prayers, poems and work – all abilities
- Topic related
- Seasonally liturgically related.

Artefacts

- They must be appropriate to the theme and setting
- They must be in good condition
- They may be supplied by the Head of RE or Lay chaplain

Scripture

Scripture is displayed in RE classrooms and words from scripture are used in displays around the RE department. Children are regularly provided and encouraged to read and listen to scripture. Scripture is found in:

- Displays around the school
- Creative use of Scripture in worship and R.E.
- Assemblies – Headteacher and other forms of collective worship.

Home/School/Parish

- Parents and parishioners are invited to key Masses in the school year.
- Parents and parishioners are invited to attend all Christmas celebrations.
- Staff are invited to all Confirmation services.
- School and class Masses are planned with the Parish Priest and other priests of the Deanery

5. Resourcing

Prayer and liturgy are central to the school's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building.

Dedicated spaces for prayer and liturgy will be furnished and maintained as such and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

6. Training and formation

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

7. Monitoring and evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

8. Review

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.

9. Common prayers

This list is introduced in section 9.5 'Common prayers' of the Prayer and Liturgy Directory, Pgs72-78 ([PLD.pdf \(rcdow.org.uk\)](#))

Age phase	5–7 (KS1)	7–9 (Lower KS2)	9–11 (Upper KS2)	11-14 (KS3)
Prayers	The Sign of the Cross The Lord's Prayer Hail Mary Glory be Grace before meals Grace after meals	The Apostles' Creed An Act of Contrition Angel of God Come, Holy Spirit The Prayer of St Richard of Chichester	Morning Offering The Rosary The Magnificat Act of Faith Act of Hope Act of Love	The Benedictus The Angelus Hail Holy Queen The Memorare Jesus, Mary and Joseph, I give you Eternal Rest

Prayers specific to St Thomas More High School (see appendix 2)

The Prayer of St Thomas More

School Prayer

House prayers – St Andrew, St David, St George, St Patrick, St Sebastian, St Vincent

Appendix 1 - Common prayers

The Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

The sign of the cross is both an action and a statement of faith. A physical reminder of our redemption in the cross and an expression of faith in the Trinity.

The Lord's Prayer

Our Father who art in heaven, hallowed be thy name.

Thy kingdom come

Thy will be done on earth, as it is in heaven.

Give us this day our daily bread, and forgive us our trespasses,

as we forgive those who trespass against us, and lead us not into temptation,

but deliver us from evil.

The Lord's Prayer 'is truly the summary of the whole of the Gospel'. (CCC 2761.)

The Hail Mary

Hail, Mary, full of grace, the Lord is with thee.

Blessed art thou among women and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God,

pray for us sinners,

now and at the hour of our death. Amen.

The first part of the Hail Mary is biblical, drawn from Gabriel's greeting to Mary at the Annunciation and Elizabeth's greeting at the Visitation. The second part of the prayer has its origins in 15th-century Italy.

Glory be

Glory be to the Father and to the Son and to the Holy Spirit,

as it was in the beginning is now, and ever shall be world without end. Amen.

The doxology is a short expression of praise of the Trinity dating back to the early Church. It is used extensively in the Liturgy of the Hours and in devotions such as the Rosary.

Grace before meals

Bless us, O Lord, and these your gifts

which we are about to receive from your bounty. Through Christ our Lord. Amen.

Grace after meals

We give you thanks, Almighty God, for all your benefits,
who live and reign, world without end. Amen.

The Apostles' Creed

I believe in God, the Father almighty
Creator of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
At the words that follow, up to and including the Virgin Mary, all bow.
who was conceived by the Holy Spirit,
born of the Virgin Mary, suffered under Pontius Pilate,
was crucified, died and was buried; he descended into hell;
on the third day he rose again from the dead; he ascended into heaven,
and is seated at the right hand of God the Father almighty; from there he will come to judge the
living and the dead.
I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of
sins,
the resurrection of the body, and life everlasting. Amen.

Based on baptismal documents of the 8th century but related to texts of an earlier origin.

Act of Contrition

O my God, because you are so good,
I am very sorry that I have sinned against you,
and with the help of your grace, I will not sin again.

One of the forms of the Penitent's Prayer of Sorrow found in the Rite of Penance.

Angel of God

Angel of God, my guardian dear, to whom God's love commits me here,
ever this day be at my side, to light and guard, to rule and guide. Amen.

The prayer is based on one by Reginald of Canterbury in the early 12th century.

Come, Holy Spirit

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you will renew the face of the earth.

V. Let us pray

O God, who by the light of the Holy Spirit, did instruct the hearts of your faithful,

grant that by that same Holy Spirit,

we may be truly wise, and ever rejoice in your consolation.

Through Christ our Lord.

Amen.

This prayer is a compilation of a number of liturgical texts drawn from the Mass and Office of Pentecost and the Votive Mass of the Holy Spirit.

Prayer of St Richard of Chichester

Thanks be to you, my Lord Jesus Christ,

for all the benefits which you have given me,

for all the pains and insults which you have borne for me.

O most merciful Redeemer, friend and brother,

may I know you more clearly, love you more dearly,

and follow you more nearly, day by day.

Amen.

Morning Offering

O Jesus, through the most pure heart of Mary, I offer you all my prayers,

thoughts, works and sufferings of this day for all the intentions of your most Sacred heart.

The Rosary

For each mystery or decade, one Our Father, ten Hail Marys and the Glory be is recited.

The Joyful Mysteries (*Recited Monday and Saturday*)

1. The Annunciation (Luke 1:26–38)
2. The Visitation (Luke 1:39–45)
3. The Nativity (Luke 2:1–7)
4. The Presentation in the Temple (Luke 2:22–35)
5. The Finding in the Temple (Luke 2:41–52)

The Mysteries of Light (*Recited Thursday*)

1. The Baptism of Jesus (Matthew 3:13–17)
2. The Wedding Feast of Cana (John 2:1–12)
3. The Proclamation of the Kingdom, with the call to Conversion (Mark 1:14–15; 2:3–12)
4. The Transfiguration (Luke 9:28–36)
5. The Institution of the Eucharist (Matthew 26:26–29)

The Sorrowful Mysteries (*Recited Tuesday and Friday*)

1. The Agony in the Garden (Mark 14:32–42)
2. The Scourging at the Pillar (Matthew 27:15–26)
3. The Crowning with Thorns (Matthew 27:27–31)
4. The Carrying of the Cross (John 19:15–17; Luke 23:27–32)
5. The Crucifixion (Luke 23:33–38, 44–46)

The Glorious Mysteries (*Recited Wednesday and Sunday*)

1. The Resurrection (Matthew 28:1–8)
2. The Ascension (Acts 1:6–11)
3. The Descent of the Holy Spirit (Acts 2:1–12)
4. The Assumption (1 Thessalonians 4:13–19)
5. The Coronation of Mary Queen of Heaven and Earth (Revelation 12:1; 14:1–5; Isaiah 6:1–3)

Prayer concluding the Rosary [Hail, Holy Queen, etc. as below]

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

V. Let us pray.

O God, whose only-begotten Son, by his life, death and resurrection,

has purchased for us the rewards of eternal life, grant, we beseech thee,

that meditating on these mysteries

of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain

and obtain what they promise, through the same Christ our Lord. AMEN

The Magnificat

My soul proclaims the greatness of the Lord, and my spirit rejoices in God my Saviour,
for he has looked upon his handmaid in her lowliness; for behold, from this day forward,
all generations will call me blessed.

For the Almighty has done great things for me, and holy is his name.

His mercy is from age to age for those who fear him.

He has made known the strength of his arm,
and has scattered the proud in their conceit of heart.

He has cast down the mighty from their thrones and has exalted those who are lowly.

He has filled the hungry with good things and has sent the rich away empty.

He has helped his servant Israel, mindful of his mercy,
even as he promised to our fathers,
to Abraham and his descendants for ever.

Glory be to the Father and to the Son and to the Holy Spirit,
as it was in the beginning, is now,
and ever shall be, world without end. Amen.

Mary's song of praise was first sung to her cousin Elizabeth (Luke 1:46–55). It is sung daily at Evening Prayer.

Act of Faith

My God, I believe in you and all that your Church teaches,
because you have said it, and your word is true.

Act of Hope

My God, I hope in you, for grace and for glory,
because of your promises, your mercy and your power.

Act of Love

My God, because you are so good, I love you with all my heart,
and for your sake, I love your neighbour as myself.

The Benedictus

Blessed be the Lord God of Israel:
for he has visited his people and redeemed them;
he has raised up for us a horn of salvation in the House of David his servant,
as he spoke through the mouth of his holy ones, his prophets from ages past:
To grant salvation from our foes, and from the hand of all who hate us,
showing mercy to our fathers, remembering his holy covenant;
the oath he swore to Abraham our father,
to grant that freed from the hand of our foes, we may serve him without fear
in holiness and righteousness all the days of our life.
And you, little child, will be called the Prophet of the Most High,
for you will go before the Lord to make ready his ways:
to grant knowledge of salvation to his people by the forgiveness of their sins;
Through the tender mercy of our God, the Dawn from on high will visit us,
to shine on those who sit in darkness, and those in the shadow of death;
to guide our feet into the way of peace.
Glory be to the Father and to the Son and to the Holy Spirit,
as it was in the beginning, is now, and ever shall be, world without end.
Amen.

The Canticle of Zechariah, father of John the Baptist, is taken from Luke's Gospel (Luke 1:68–79). It is sung daily at Morning Prayer.

The Angelus

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women,
and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God,
pray for us sinners,
now and at the hour of our death. Amen.

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary...

V. And the Word was made flesh.

R. And dwelt among us.

Hail Mary...

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

V. Let us pray;

Pour forth, we beseech thee, O Lord, thy grace into our hearts;

that we, to whom the Incarnation of Christ, thy Son,

was made known by the message of an angel,

may by his Passion and Cross be brought to the glory of his Resurrection.

Through the same Christ, our Lord.

Amen.

The Angelus is traditionally said in the Catholic Church three times a day: at 6am, 12 noon, and 6pm.

Hail, Holy Queen (Salve Regina)

Hail, Holy Queen, Mother of Mercy,

Hail our life, our sweetness and our hope!

To thee do we cry, poor banished children of Eve.

To thee do we send up our sighs,

mourning and weeping in this valley of tears!

Turn, then, most gracious Advocate,

thine eyes of mercy toward us, and after this, our exile,

show unto us the blessed fruit of thy womb, Jesus.

O clement, O loving, O sweet Virgin Mary.

The Salve Regina is one of the Marian Anthems sung at Night Prayer.

The Memorare

Remember, O most gracious Virgin Mary,
that never was it known that anyone who fled to thy protection,
implored thy help, or sought thy intercession, was left unaided.
Inspired by this confidence I fly unto thee,
O Virgin of virgins, my Mother.
To thee do I come, before thee I stand, sinful and sorrowful.
O Mother of the Word Incarnate, despise not my petitions,
but in thy mercy hear and answer me.
Amen.

A 16th-century version of a longer 15th-century prayer.

Jesus, Mary and Joseph

Jesus, Mary and Joseph, I give you my heart and my soul.
Jesus, Mary and Joseph, I place all my trust in you.
Jesus, Mary and Joseph, assist me in my last agony.
Jesus, Mary and Joseph, may I breathe forth my soul in peace with you. Amen.

*The origin of this prayer to the Holy Family for help in death is unknown. [Prayers-Time-Death.pdf](#)
(liturgyoffice.org.uk)*

Eternal Rest

Eternal rest grant unto them, O Lord,
and let perpetual light shine upon them.
May they rest in peace. Amen.

Based on the Entrance Antiphon of the Mass for the Dead

Appendix 2: Prayers specific to St Thomas More High School

Prayer of St Thomas More

O Lord,
Give us a mind that is humble, quiet,
Peaceable, patient and charitable,
And a taste of your Holy Spirit
In all our thoughts, words and deeds.
O Lord,
Give us a lively faith, a firm hope,
A fervent charity, a love of you.
Take from us all lukewarmness in meditation,
And all dullness in prayer.
Give us fervour and delight in thinking of you,
Your grace, and your tender compassion towards us.
Give us, Good Lord,
The grace to work for the things we pray for.
AMEN

School Prayer

Lord Jesus Christ,
You taught the people the way to salvation and guided them to see the truth.
Look with mercy on this place that we love.
Bless our staff and pupils and make us strong to be your servants first.
So that at the last, we may be brought to share with you in the happiness of heaven,
Where you live and reign with the Father and the Holy Spirit, one God forever and ever. AMEN
St Thomas More – Pray for us

St Thomas More School Hymn

Saint Thomas More your praise we sing,
Due honour to you pay;
And ask your blessing on our school
As fervently we pray (*or on STM Feast Day - On this our festive Day*)

Your faith and virtue both are known,
As husband, father, friend;
Your life inspires our highest thoughts
towards our heavenly end.

As Chancellor of this our land,
In state affairs well-vers'd;
When asked to choose 'tween God and King
You were GOD'S SERVANT FIRST.

May we, like you, be true to Christ
In all we do and say;
By love of God and fellow men
Keep faithful to the way.

All glory to the Father be,
All glory to the Son,
All glory to the Spirit be
From age to age. AMEN

House prayers

Prayer of St Andrew

O Glorious St Andrew, you were the first to recognize and follow the Lamb of God. With your friend St. John you remained with Jesus for that first day, for your entire life, and now throughout eternity. As you led your brother St. Peter to Christ and many others after him, draw us also to him. Teach us to lead others to Christ solely out of love for him and dedication in his service. Help us to learn the lesson of the Cross and to carry our daily crosses without complaint so that they may carry us to Jesus. Amen.

Prayer of St David

You chose to live a simple life, and helped others whose lives were simple, not through choice but circumstances. Pray that I may consider my choices and live more simply in order to make a big difference to others.

Show me the way to make small tasks occasions of prayer. Kindle in me a love of God so that in everything I do, I will keep that spirit of prayer. Amen.

Prayer of St George

Almighty God, who gave to your servant George boldness to Confess the Name of our Saviour Jesus Christ before the rulers of this world, and courage to die for this faith: Grant that we may always be ready to give a reason for the hope that is in us, and to suffer gladly for the sake of our Lord Jesus Christ; who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen

Prayer of St Patrick

Most glorious Saint Patrick, Bishop and Confessor, chosen by the Almighty to be the Apostle of Ireland, we, the children of those to whom you preached the Faith of Christ, never to be renounced, hail you as the wonderful instrument of God's mercy for the obtaining of our eternal salvation. Amen

Prayer of St Sebastian

Dear Commander at the Roman Emperor's court, you chose to be also a soldier of Christ and dared to spread faith in the King of Kings, for which you were condemned to die. Your body, however, proved athletically strong and the executing arrows extremely weak. So another means to kill you was chosen and you gave your life to the Lord. May Soldiers be always strong in their faith as their Parton Saint so clearly has been. Amen

Prayer of St Vincent

Noble Saint Vincent de Paul, beloved servant of the poor, may we follow your example and do good works among those whom society has abandoned or forgotten. Inspire us to feed the hungry, to provide comfort and medicine to the sick, to clothe those whose garments are threadbare, and to offer hope and our Lord's words to all who need respite. Amen

Appendix 3: Mass planning sheet for a Feast Day or a Special occasion

Examples: Inaugural Mass (Start of new academic year), Yr7 Mass of Welcome (Sept), All Saints (1st Nov), Mass for Deceased (Nov), Epiphany (6th Jan), Ash Wednesday (moveable - Feb/Mar), Prefect Mass (Mar), Yr11 Thanksgiving (Apr/May), Yr13 Valedictory (May), St Thomas More/Alumni Mass (22nd June), Ss Peter and Paul, (29th June), End of Academic Year (July)

Planning required

Feast Day or Special Occasion – E&A Calendar		
Location		
Layout		
Altar Servers (<i>how many / names</i>)		
Musicians (<i>how many / names</i>)		
Opening Hymn		
Readings	First	
	Psalm	
	Second	
	Gospel	
Bidding Prayers		
Offertory Procession		
Offertory Hymn		
Extraordinary Minister(s) of the Eucharistic (<i>how many / names</i>)		
Communion Hymn		
Recessional Hymn		
Anything special/unusual to include in this liturgy? (When in the liturgy / who is involved / what is going to happen?)		

Appendix 4: Form Time / Collective Worship Monitoring Form



Form Time / Collective Worship Monitoring Form

Person(s) leading Form time / Collective Worship	
Person(s) monitoring Form time / Collective Worship	
Date	
Pillar of Catholic Social Teaching (delete/circle as appropriate)	Life and Dignity of the Human Person / Call to Family, Community, and Participation / Rights and Responsibilities / Option for the Poor and Vulnerable / The Dignity of Work and the Rights of Workers / Solidarity / Care for God's Creation.
Year /Form Groups(s)	

Form time plan			✓	Opportunity	Meeting expectations	Example of good practice
Monday	Personal Administration (planner, uniform and equipment check) DEAR time – silent reading Prayer					
Tuesday	Literacy Intervention / Buddy Reading / DEAR time – silent reading Prayer					
Wednesday	Guided Reading Prayer					
Thursday	Year Group Mass (Hall) / Form Group Collective Worship (Chapel/Form Room) Personal Development Assembly (Concourse)					
Friday	Headteachers Assembly (Hall) / Personal Development Assembly (Concourse) Prayer					
Pupils enter in an orderly fashion						
Pupils are attentive and in silence when the register is called.						
Routine business is conducted (notices, room changes, merits/demerits etc.)						
Pupils returning to school are welcomed and asked about absence ('You were missed / how are you?')						
Pupils arriving late are challenged and appropriate action taken.						
Pupils remain seated in their place throughout and only stand when invited to leave by the form tutor.						
Planners (signed weekly by parent/carer & FT, ExtL recorded each lesson)						
Relationships						
Form Notice board (House prayer/STM Prayer/Mission statement /Form leaders/PPM)						
Pupils are enthusiastic in joining together in Collective Worship						
Have pupils been involved in the planning, preparation and leading Collective Worship?						
Did the act of Collective Worship follow the school's Overall plan 2024-2025 V2.xlsx ?						
Other Comments						
Points for Future Development						

Signed: _____ Date _____