



VERITAS

**Saint Martin's  
Catholic Academy**  
**Know - Learn - Live**

# Prayer & Liturgy Policy

2024-2026

<b>Persons responsible for Policy:</b>	Principle, Deputy Principle, Lay Chaplains
<b>Group responsible for Policy:</b>	Catholic Life Committee
<b>Date to Governors:</b>	December 2024
<b>Date Agreed:</b>	Jan 2025
<b>Review Due:</b>	July 2026 and every 2 years thereafter
<b>Is this Policy to appear on school website:</b>	Yes

# Prayer & Liturgy Policy

## Our Mission

Our school was founded by the Dominican Sisters of St. Catharine of Siena of King William's Town, South Africa in 1948. Our mission statement predicates on our Dominican values and Christian ethos:

***Knowing that we are loved by God,  
'Learning the best that has been thought and said',  
and living a life of Virtue.***

### ***'Knowing that we are loved by God'.***

Every pupil will know that we are created in God's image and understand that despite us being sinners, His love for us is unconditional. Our pupils will understand that 'God loves us because He Himself is love' (Pope Francis). They will learn that the nature of love is that it gives itself. God's love is seen in the way we treat one another: the members of the school and wider community. Love is the root of our high expectations for all pupils and of our uncompromising insistence that they adhere to the routines and rules that make St. Martin's a safe and nurturing environment. This love is strengthened through prayer and grounded in service.

### ***'Learning the best that has been thought and said'.***

The words "contemplare et contemplata aliis tradere" – "To contemplate and to hand on the fruits of contemplation to others", lie at the heart of the Dominican mission. Equally important is Veritas, for God is the source of truth and we must guide our pupils to live by the spirit of truth He sent. The fruits of contemplation and study that we hand to our pupils must be nourishing. It is their entitlement to learn 'the best which has been thought and said in the world' (Arnold). To teach the most significant ideas, discoveries and developments of our civilisation and to engender in our pupils an understanding of our rich philosophical, literary, artistic, spiritual and scientific heritage, is to channel 'a stream of fresh and free thought' (Arnold) into our world.

### ***'Living a life of Virtue'.***

It is our responsibility to become better human beings, not only by becoming more knowledgeable and exercising intellectual virtue, but through practising the moral virtues that will help us to grow and flourish. Whilst teaching cultivates intellectual virtue, moral virtue is educed as a result of habit. We will model moral virtue in our school community, place it at the centre of everything we say and do, and guide our students along the same path. The statement, 'We are what we repeatedly do. Excellence then is a habit', paraphrases Aristotle's words that we will exemplify: 'As it is not one swallow or a fine day that makes a spring, so it is not one day or a short time that makes a man blessed and happy.'

## Our Core Values based on the Cardinal Virtues

- |                    |                     |                    |                   |
|--------------------|---------------------|--------------------|-------------------|
| • <b>Diligence</b> | • <b>Temperance</b> | • <b>Fortitude</b> | • <b>Patience</b> |
| • <b>Charity</b>   | • <b>Gratitude</b>  | • <b>Justice</b>   | • <b>Prudence</b> |

## School Motto *Taken from our Dominican heritage.*

**Veritas - Truth.**

## School Prayer *Original Prayer by Lancelot Andrewes, (1555-1626). Adapted for Saint Martin's.*

Lord Jesus, I give you my hands to **DO** your work.  
I give you my eyes to **SEE** as you do.  
I give you my tongue to **SPEAK** your words.  
I give you my mind that you may **THINK** in me.  
Above all, I give you my heart that you may **LOVE** in me.  
Lord Jesus, may you **LIVE, WORK, and ACT** through me. Amen.

## Rationale & Methodology

*A Catholic education “facilitates truth and freedom above all when it places the Eternal Word of God, Jesus Christ, at its centre,” +Marcus Stock, Bishop of Leeds*

Saint Martin's is more than just a school. We are a very special community, which has Christ at its centre. As a Catholic school our core values are rooted in the Virtues revealed to us by our Dominican heritage and shown to us in example of Jesus Christ. The work entrusted to us is to help each person to recognise their dignity as a child of God and to reach their full potential. Our school motto is the Dominican motto; Veritas - Truth. Our purpose is to ensure that each of our young people can learn the Truth and so then share it with the world. Truth found in a knowledge rich curriculum, in Liturgical practice, and in the truth that we are made in the image and likeness of God. By living this truth, they can live happy, successful and fulfilled lives both now and in the future.

**‘Every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth. ’ – Pope Francis.**

Part of our mission as a Catholic community in the Nottingham Diocese is to use the Bishop's themes of Encounter, Discipleship & Missionary Discipleship. Put simply; To meet Jesus, to Know Jesus, and to Share Jesus. As a school, our mission must always begin with ensuring that students encounter Jesus, the living God. They encounter God in many ways in our school, but one important way is through the opportunities we provide for prayer and liturgy. Each student is on their own faith journey, and we journey beside them. We aim to meet students where they are and encourage them to ask questions about their own purpose and faith. We recognise each student as made in the image of God, all with different starting points, gifts and qualities. The opportunities we provide allow students to experience a wide variety of prayer experiences which are age appropriate, well planned, engaging and relevant. As well as deepening their own faith students explore the beliefs of others and gain a deeper connection with the school and global community, they are a part of. As a part of our prayer and liturgy program students are challenged to put their faith into action and apply what they experience to the world around them. Students are tasked with living out Catholic Social Teaching, making a contribution to society and a difference to the lives of their neighbours.

As a school we give priority to prayer and liturgy when setting budgets, allocating resources, appropriate and dedicated spaces and time for staff and pupils to prepare, reflect and participate in the Prayer and Liturgy of the school. In this way do we better ensure the **Full, Active & Conscience Participation** of every member of the school community.

## Legal Requirements

The legal requirements for collective worship are laid down in the 1988 Education Reform Act and in the Collective Worship Circular 1/94 (1993 – 1994), which was essentially an attempt to explain and enhance the 1988 Act. It states that collective worship:

***‘Should aim to provide the opportunity for pupils to worship God, to consider spiritual and moral issues and to explore their own beliefs; to encourage participation and response, through listening to and joining in the worship offered; and to develop community spirit, promote a common ethos and shared values, and reinforce positive attitudes’.***

It also states these acts of worship must be **“wholly or mainly of a broadly Christian Character”** for the majority of the time. They must also be **“appropriate, having regard to the ages, aptitudes and family backgrounds of the pupils”**.

## Aims

Collective Worship at Saint Martin's offers opportunities to:

- 1. Offer praise and worship to God!**
- 2. Support students and staff on their personal spiritual and religious journey.**
- 3. Consider and celebrate the values of the gospel.**
- 4. Offer opportunities for reflection, meditation and prayer.**
- 5. To develop an awareness of the presence of God in others and in ourselves**
- 6. Foster an awareness of and a compassion for the needs of the world community.**
- 7. Foster a sense of joy, awe and wonder in God's creation.**
- 8. Affirm and develop the individual.**

**9. *Develop a sense of discovery and to encourage a deeper personal reflection.***

**10. *Explore social, moral and spiritual values in a cultural context.***

We acknowledge the legal requirement that there must be a daily act of worship for all pupils. The law requires the act of worship be 'wholly or mainly of a broadly Christian character' and under recent Government instruction (Nov 2014), We aim to include opportunities in Collective Worship for students to explore and learn about British Values and other faiths.

The act of worship is not designated curriculum time and will not be subsumed under any part of the curriculum, including religious education. In Saint Martins, as with any Voluntary Academy School, responsibility for arranging Collective Worship rests with the Headteacher in consultation with the governing body, Senior leadership team & the Hub Lay Chaplains.

We endorse the belief that Collective Worship takes into account the religious and educational needs of all who share in it, including but not limited to:

- ***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, or none.***
- ***Those from other faith backgrounds.***

We will continue to foster and deepen the children's personal relationship with God our Father daily in prayer. We do this by helping them become aware of God's Presence in their lives and of His love for them by leading them to respond to Him in a manner suited to their age.

The Liturgical Life of the school is our best way to put our Catholic Ethos into action. It is a time when all our benefactors are challenged to take time out deliberately & purposefully. For the betterment of ourselves, our students and the world.

In this policy, we will outline the ways that we at Saint Martins, use the prayers & liturgies of the Church, the prayers of our benefactors and the creativity of our staff and students to come before God and worship.

## **Provision**

The purpose of formal prayer and liturgy is bringing staff, students and the wider community together to celebrate the sacraments and important events within the liturgical year. These events are planned by the Hub Lay Chaplains, the Strategic Lead of Catholic Life along with the Divinity Department, other relevant school staff, The Trust Lead Lay Chaplain, Our local clergy & the Tours Chaplaincy Leadership Team. Prayer and worship can take place within classrooms, the school Hall, the Chapel, the Drama Studio, The Canteen, in other places within the school grounds and within the local parish church. The styles and types of prayer and liturgy offered ensures a wide range of engaging and creative experiences of the Catholic tradition.

### ***Where and when formal prayer and liturgy takes place***

- Staff Briefings (Mon & Thurs 8:40)
- Adoration of the Blessed Sacrament in the chapel for Staff on Fridays from 8:00
- Fortnightly Celebrations of the Word led by students for each year group.
- Rooted - Program of prayer experiences for form groups held in the chapel during P6.
- Masses are celebrated in year groups for Christmas, Lent and Easter
- Opportunities for Reconciliation during Lent
- Remembrance Day service for the whole school on the courts
- Ash Wednesday Liturgies
- Year 7 class masses as a part of their induction into our school community
- A whole school Mass of St Dominic is celebrated at the end of the year on the field or Hybrid.
- A welcome Mass for Y7 and their families is held at St Peter's Church on the Feast of Our Lady of the Rosary
- A Christmas Carol Service is held at St Peter's church for the wider community.
- Standing Assembly
- Form time prayer with Prayer slide resources for each day. Incl. School Prayer, Rosary, Lectio & Mission challenge.

### ***Invited visitors & families.***

Prayers, reflections and Sunday Gospel readings are shared on the school social media to encourage families to pray at home and take part in the prayer life of school. Y7 Families, governors and primary staff are invited to Y7

Welcome Mass at St Peter's in Oct. Governors, other members of the community and parishes are also invited to celebrations at the end of term, end of year, Christmas Carol Service, and other large celebrations as appropriate.

## **Mass**

Mass at Saint Martins is celebrated regularly to help mark key dates in the school calendar and Liturgical Calendar. Dates and times are planned a prepared by the Hub Chaplains in partnership with the Catholic Life Committee, site team & local clergy. Due to site restrictions, 1 Mass is often celebrated 3 times to allow all members of the school community to participate. These will take place almost exclusively in the Hall. The final mass of the year is celebrated outside in the grounds for the whole school when weather permits. When this is not possible, a hybrid option is planned for the school as an alternative.

### **Key Dates where Mass is offered in school:**

- Year 7 Welcome
- Holy Days of Obligation
- Feast of Saint Martin
- Advent
- End of Lent Term
- Easter
- End of Year
- Y11 Leavers

## **Form Time Prayer & Liturgy**

Our form time prayer is held at the start and end of each day. Our form tutors lead our form time prayer with the aid of provided prayer slides. Each week of slides runs to the Diocesan themes of the week which are linked to the Sunday readings and liturgical year. Each day of slides offers different prayers and focuses to improve the student's liturgical literacy and offer a variety of different traditions and elements from the church. These include Seasonal Prayers, Marian devotions, highlighting saints & feast days, as well as a mission for the week connected to our weekly theme or Virtue. The Slides are planned and shared by the Hub Chaplains with the help of the Acutis Chaplaincy Team. The prayer theme of the week is shared throughout the school via Standing Assembly, the student information screens located throughout the building and in Celebrations of the Word and Assemblies.

Form tutors have the responsibility to ensure that Prayer is done correctly and reverently and that a prayerful atmosphere is created. Form tutors may lead the prayers or may select students to lead.

## **Celebration of the Word**

On Week A, each year group has a twenty-minute Celebration of the Word in the Hall from Tuesday to Friday, with Y7 & 8 Sharing their slot for CoW. Each of these Celebrations of the Word is led by a team of students who plan with the Hub Chaplains and then are supported on the day by a member of SLT on rotation. Each Celebration follows the liturgical calendar and Diocesan themes. No notices or year group business is done during these times. Students enter/leave the Drama Theatre in silence and begin/end by making the sign of the cross.

## **Tabernacle Sessions**

"How lovely is your dwelling place, O Lord of hosts!" Psalm 84:1 NRSVCE. At Saint Martins, we believe it is important to not only allow our young people to shape collective worship, but to also be shaped by the rich tradition of our Church. To take time to "dwell with God" and be renewed by the tradition passed down and taught over 2000 years. These sessions take place every week on either a Wednesday(Y7,8,10) or a Friday (Y9) in the chapel.

The Purpose of these sessions is three-fold:

- *To allow opportunity for students to come to the chapel*
- *To allow students opportunity to interact with traditional prayers of the Church*
- *To improve the liturgical literacy and experience for our young people*

The purpose of Tabernacle Sessions is to bring some of those extraordinary celebrations and prayers of the Church into the Saint Martin's Experience. These traditional forms of prayer are selected and timetabled to compliment the liturgical calendar and the weekly themes.

Prayers used in Tabernacle Sessions:

- **Exposition of the Blessed Sacrament (Adoration)**
- **Lectio Divina**
- **Stations of the Cross**
- **Divine Office**
- **The Holy Rosary**

## Resources

All staff are given the prayer slides at the beginning of the week. Staff are encouraged to create and share their own resources too. This means that staff can utilise their own gifts and ensure that the acts of worship are appropriate to their own form group. Formal Catholic prayers and traditions e.g. Lord's prayer, May the month of Mary, November the month of remembrance, etc. are embedded within the weekly resources and prayer slides. Prayer resources use a wide variety of experiences like meditation, reflection, Lectio Divina, and opportunities for students to write their own thoughts and prayers. Any resources created by students are shared on the form Faith Board.

## Student Participation & Ministry

Students are encouraged to take an active part in the planning and delivery of prayer and liturgy in school, both in Celebrations of the Word, Mass and all liturgies.

- *The fortnightly Celebrations of the Word are exclusively planned and delivered by members of the student body on a rotation.*
- *Students make use of the 'Let us Pray 2gether' resource to assist in the planning and to link with the Diocesan Themes.*
- *Students undertake ministries in masses and liturgies in line with advice and best practice stipulated in 'The Prayer & Liturgy Directory' and 'The Nottingham Diocesan response to the PLD'.*

## Chaplaincy Team

These are a group of students that apply to be part of one of the 5 teams in chaplaincy, each team with its own ministry and responsibility to the Catholic Life, Mission, prayer & liturgy of the school. These areas are:

- **Leadership**
- **Tech & Media**
- **Art & Design**
- **Charity & Outreach**
- **Eco**

Students in the Pentecost term who have completed a minimum of 1 Year in chaplaincy have the opportunity to apply for Captain & Vice captain of each team. These 10 Students write an application, are interviewed & selected by the Lay Chaplains and members of the SLT/Trust in Trinity 2 ready for the new academic year. All other year groups have the month of September to write an application to their chosen team and are commissioned in Mass in the Michaelmas Term.

Roles and responsibilities of the Chaplaincy Team include:

- Plan and deliver prayer times & activities in the Chapel which are open to all students.
- Assist in the planning of Masses, liturgies & other key Celebrations of the Word.
- They take on key ministries during services e.g. welcoming, Photographer, tech Support etc.
- Encourage students outside of chaplaincy to take part in ministries such as reading, altar serving & offertory.

## Access to Sacramental Programmes

Saint Martin's supports the Diocese of Nottingham in preparing students for the Sacrament of Confirmation.

- **Clergy & other representatives from St Dominic's parish are invited into school annually to help advertise and educate students about the meaning and importance of Confirmation.**
- **The Divinity curriculum covers the theology of Confirmation in year 8.**
- **Information about Confirmation and how to enrol is sent home to parents and is available on the school social media & the website.**

## Retreat & Pilgrimage Experience

Each year group at Saint Martin's is provided with an opportunity to experience retreat or pilgrimage.

- **Y7 attend a residential retreat at the Briars with the theme "Defined".**  
(Nottingham Diocesan Youth Centre)
- **Y8 attend a residential retreat at Alton Castle with the theme "Rooted".**  
(Archdiocese of Birmingham Youth Centre)
- **Y9 attend a residential retreat at the Briars with the theme "Chosen".**  
(Nottingham Diocesan Youth Centre)
- **Y10 attend a Pilgrimage to Rome annually.**
- **Y10 & Y11 attend the Trust Pilgrimage every 2 years.**
- **Y9,10 & 11 attend the CYMFED Flame Congress in Wembley Arena every 2 years.**

## Drop Down Experience

### *Mission Day*

In the Michaelmas Term, on or around the feast of Saint Martin De Porres, students & staff will take part in an annual Mission Day. This day consists of a collapsed timetable and tailored activities and input on the theme of Mission. This day will often put a focus on our Mission Statement, Dominican Spirituality or on the example of St Martin. The content for the day is written & delivered by the Catholic Life Committee with the occasional external provider or speaker adding some input. The day concludes with a livestream Celebration of the Word from the Chapel. This includes the blessing of our Mission Candle and is led by our Priest Chaplain or other local clergy.

### *Vocations Day*

On the Wednesday following Vocations Sunday, Y8 take part in a drop-down day on the theme of Vocation. Various external providers from different Christian traditions and backgrounds lead sessions and share their vocation or what vocation means to us. The day concludes with a Celebration of the Word led by the Lay Chaplains for Y8 in the Hall.

Some of the Providers we have used in previous years include:

- |          |                        |                                   |                           |
|----------|------------------------|-----------------------------------|---------------------------|
| • CAFOD  | • Church Army          | • NDCYS                           | • Local Ecumenical Clergy |
| • SVP    | • Nottingham Vocations | • KYT (Archdiocese of Birmingham) | • Diocesan Curia          |
| • CYMFED | • Diocesan Religious   | • Diocesan Clergy                 | • Trust Staff Incl. CEO   |

## The Chapel

The chapel is the most sacred space in Saint Martin's. It is at the heart of our community & is open to all. Below are some of the main uses for our school chapel:

- **For our Chaplaincy Teams to meet and plan for events in school.**
- **Tabernacle Sessions, Staff Mass and other acts of worship and liturgies.**
- **Staff Prayer is held in the chapel on Friday morning from 8.00am.**
- **Every Morning, lunch and afterschool for anyone that wishes to use it for private prayer and reflection.**
- **The chapel has a prayer box for students and staff to leave intentions. These are brought forward as part of our school Masses.**

## Staff Training & Formation

- Student Teachers, ECT 'S and new members of staff receive sessions on Catholic Life which includes information about prayer and liturgy as part of their induction programme. This is led by the CLM Lead and Lay Chaplains
- CPD sessions are provided for all staff as a part of the whole school CPD calendar on prayer and liturgy.
- A CMAT Inset Day is held for staff Bi-Annually on Catholic Life & Collective Worship.
- The Chaplaincy & Divinity Department are always available to provide guidance and support for staff with regards to Catholic Life, prayer and liturgy.



## Monitoring & Evaluation

Prayer and liturgy are monitored all year round through different means and processes, seeking a mix of student voice, staff voice and trust input. Each process has a proforma members of staff will use to gain student voice, with staff voice sought using surveys on MS Forms.

### ***Form Time Prayer***

- SLT & Lay Chaplains conduct fortnightly "Pit stops" to gain basic monitoring through pupil voice.
- HoY conduct monthly Learning walks to monitor Form time prayer.
- CMAT Lead Lay Chaplain conducts half termly pupil voice on Prayer & Liturgy.

### ***Fortnightly Celebrations of the Word***

- The SLT lead for CoW will conduct monitoring using the "staff survey" proforma.
- Students voice is sought for each week of CoW using the "Student Survey" proforma.
- CMAT Lead Lay Chaplain conducts half termly pupil voice on Prayer & Liturgy.

### ***Mass & other liturgies***

- SLT or visiting governors are asked to conduct monitoring using the "Impact Form" proforma.
- Students voice is sought for each Mass using the "Impact Form" proforma.
- CMAT Lead Lay Chaplain conducts half termly pupil voice on Prayer & Liturgy.



SAINT MARTIN'S

*Catholic Academy*