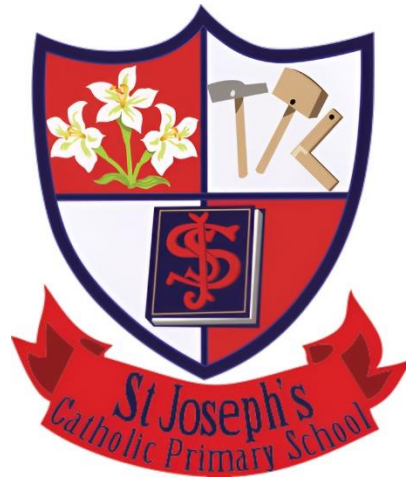


# St. Joseph's Catholic Primary School



## Prayer and Liturgy Policy

Date policy last reviewed: May 2025

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

*'Inspired by Christ, working together, achieving our best'*

## **1. The context of this prayer and liturgy policy**

At St. Joseph's Catholic Primary School, school prayer, worship and liturgical celebrations are central to the life of our school and our Catholic nature. These allow our pupils and staff to come together to worship God. Whilst we respect the diversity of belief in the world and are committed to the teaching of other faiths; we are dedicated to creating a school which is Christ-centred in character. We encourage the children to experience worship and liturgical celebrations in a relevant and meaningful manner.

Our Prayer and liturgy takes account of the religious and educational needs of all who share it, regardless of their starting point in faith or their varying relationships with the Catholic Church. Where applicable, we aim to be the strongest first contact with Catholicism for the people of Stanford Le Hope.

## **2. Statement of requirement**

The law requires all maintained Catholic schools to provide an act of daily Prayer and Liturgy (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).

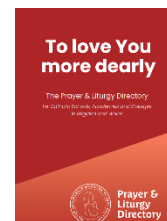
The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)). Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School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

## Legal requirements (4.1)

Within maintained schools and academies, there is a legal requirement for an act of Prayer and Liturgy to take place daily. Those responsible for the governance of schools with a religious character are legally required to ensure that Prayer and Liturgy is provided and is in accordance with the trust deed or religious designation of the school.



In Catholic maintained schools and academies, this daily requirement will be fulfilled variedly as described in this Directory. In schools where this legal requirement holds, parents can choose to withdraw their children.

Within our Catholic schools In all Catholic schools (maintained, academies, independent, non-maintained special, sixth-form colleges), prayer and liturgy are integral to the spiritual life of the school and to pupils' moral and spiritual development. Taking part in daily prayer and liturgy helps build community cohesion by creating a consistent structure around the core values and symbols of Christianity.

Prayer and liturgy are, therefore, an important part of a Catholic school's distinctive character. They are integral to the Catholic identity and life of the school, and they would take place in all Catholic schools, whether or not schools were required by statute to provide Prayer and Liturgy. Notably, too, pupil participation and engagement in prayer and liturgy are crucially important criteria in the diocesan inspection of Catholic education.

Therefore, we have replaced the term 'Prayer and Liturgy' with the phrase 'prayer and liturgy', which more fittingly describes its role in a Catholic school. The bishop entrusts his responsibility for prayer and liturgy to the governors and headteachers. It is their responsibility to ensure that it is in accordance with the rites, practices, discipline, and liturgical norms of the Catholic Church.

### 3. Responsibility

#### (a) Governance

The Trust Board, 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 Prayer and Liturgy Coordinator)
- 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 leader(s) for prayer and liturgy
- 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) 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 (appendix 3)*** 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 progression Directory (appendix 2)
- 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 feedback 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

In this section of the policy, an overview of the provision (**Appendix 1**) is given. It will outline 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 (**Appendix 3**) will include, for example, dates, who is responsible, and much more detail.

##### Rhythm of prayer throughout the day

In class carried out at least 4 times a day (age dependent).

- Morning Prayer
- Grace before meals
- Grace after meals
- Prayer at the end of the day.
- At the start of each Religious Education lesson

It should be reverent and respectful, as well as prayerful.

Each class must have a prayer table to be the focal point of prayer.

- Prayers can be led by any member of the school community.
- They should offer children the opportunity for spiritual contemplation.

##### Forms of Prayer and Liturgy

###### Assemblies

- Time allocation (15 minutes in Primary schools – not including coming in and out)

###### Masses

- Weekly Year group – At least one year group to attend 9:15am mass at Our Lady and St. Joseph's, Stanford Le Hope.
- Whole school – on holy days of obligation and Feast of St Joseph.
- Christus Catholic Trust Mass for all staff in CCT schools
- Year 6 leavers Mass
- Advent
- Lent
- At the beginning of staff briefings, staff CPD, SLT meetings and Trust meetings, including governor meetings.

### Forms of Prayer

- Formal prayer – Morning and end of the day prayer
- Personal prayer – Prayer spaces are open at morning breaktime and lunchtime for personal prayer

### 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. Joseph
- 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

### Resources to support Prayer and Liturgy:

- Bibles
- DVDs and Blu-Rays
- Banners
- Music
- Crosses and crucifixes
- Drapes (Liturgical colours)
- Statues and other religious artefacts
- Internet resources such as TenTen Resources or Mark10 Mission.

### 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 RE Lead

### Scripture

Scripture is displayed in RE classrooms and words from scripture are used in displays around the school. 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, Assistant Headteacher and other forms of Prayer and Liturgy.
- RE exercise books.

### 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.
- School and class Masses are planned with the Parish Priest.

## **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.

## Appendix 1

Overview of Prayer and Liturgy provision					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning prayer	Morning Prayer in class EYFS – Y6	Morning Prayer in class EYFS – Y6	Morning Prayer in class EYFS – Y6	Morning Prayer in class EYFS – Y6	Morning Prayer in class EYFS – Y6
	Celebration of the Word Whole school Led by HT Focus: Sunday's Gospel	Celebration of the Word: EYFS, KS1 & KS2 Pupil led Focus: Liturgical year	Catholic Social Teaching / SMSC Led by AHT	Hymn practice EYFS, KS1 & KS2 Focus: PPD/Liturgical year	
	Grace before meals in class EYFS – Y6	Grace before meals in class EYFS – Y6	Grace before meals in class EYFS – Y6	Grace before meals in class EYFS – Y6	Grace before meals in class EYFS – Y6
Afternoon prayer	Grace after meals in class EYFS – Y6	Grace after meals in class EYFS – Y6	Grace after meals in class EYFS – Y6	Grace after meals in class EYFS – Y6	Grace after meals in class EYFS – Y6
					Celebration assembly Whole school
	Evening prayer in class EYFS – Y6	Evening prayer in class EYFS – Y6	Evening prayer in class EYFS – Y6	Evening prayer in class EYFS – Y6	Evening prayer in class EYFS – Y6

	Mass and Reconciliation							
	R	Y1	Y2	Y3	Y4	Y5	Y6	Parents
Whole school Mass to celebrate the beginning of a new academic year.								
All Saints								
Reconciliation Autumn Term								
First Sunday of Advent								
Nativity of the Lord	School closed. Mass held at Our Lady and St. Joseph's Catholic Church, Stanford Le Hope							
Epiphany								
Reconciliation Spring Term								
Ash Wednesday								
The Feast of St. Joseph								
Easter Sunday								
Ascension								
Pentecost								
Reconciliation Spring Term								
The Body and Blood of the Lord								
St Peter & St Paul								
Assumption	School closed. Mass held at Our Lady and St. Joseph's Catholic Church, Stanford Le Hope							

Each half term every year group will attend Friday 9:15am mass at Our Lady and St. Joseph's Catholic Church celebrated by our Parish priest.

We believe that children experiencing mass with parishioners:

- teaches children about the weekly liturgical cycle within their local parish community
- fosters stronger bonds with children and their Parish
- promotes our school within our local community.
- teaches children how the role faith has in life.

	Special Celebrations							
	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Parents
Prayer and Carols service								& Parishioners
EYFS Nativity								R
KS1 Nativity								Y1 & Y2
Stations of the Cross								Y3 & Y4
Crowning of Mary								& Parishioners
Y6 Leavers Mass								Y6

### Stay and Pray

Each half term each class will host a 'Stay and Pray' liturgy for family members. These liturgies are written, performed, celebrated, sung or spoken by the children, where appropriate.

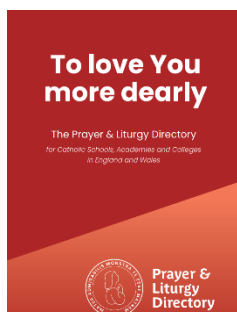
In the month of May, each 'Stay and Pray' liturgy will comprise of saying a decade of The Rosary in the presence of a crowned statue of Mary.

### Hymns

As is attributed to St. Augustine, we promote that 'singing is praying, twice'. At St. Joseph's we sing during some RE lessons, during our weekly hymn practices, during mass, during liturgies, on the coach to school trips and often spontaneously! The joy of singing together raises our voices, enshrines a spirit of belonging and raises the spirits of all who are in earshot.

## Appendix 2

### Prayer progression directory



There is a long tradition of Christians learning prayers and phrases of scripture by memory. This was not only the consequence of a pre-literate society, but a way to provide people with core texts which they could call upon when needed. We speak about learning prayers ‘by heart’ so that they can spring from the heart.

In Catechesi Tradendi St Paul VI wrote: The blossoms, if we may call them that, of faith and piety do not grow in the desert places of a memory-less catechesis. What is essential is that the texts that are memorised must at the same time be taken in and gradually understood in depth, in order to become a source of Christian life on the personal level and the community level.

This suggests that Catholic pupils not only learn common prayers, but are helped to appreciate how each text draws them into a relationship with Jesus, so that these texts become a foundation for their ongoing prayer life. Care will need to be taken that the list of prayers given below is introduced gradually according to each Key Stage, with sensitivity to the age, personal development, and capacity of the pupils in the school. Even where prayers are known by heart, there will be circumstances, such as in the celebration of the Sacrament of Penance and Reconciliation, where assistance might be necessary.

The prayers and responses of the Mass should be familiar to Catholic pupils. However, in the celebration of the liturgy, we hold a corporate memory of the texts. Prayers we may not be able to remember individually we are able to recite together with confidence. It is important that pupils encounter during their time at school a wide range of prayers. They should have a familiarity with the common texts of the Catholic tradition, but also appreciate that there are many ways of praying and languages of prayer.

Many schools will provide a student prayer book which contains the prayers listed below, alongside other prayers. This might include prayers relating to the patron Saint of the school and diocese, and/or prayers drawn from the religious order associated with the school. The prayer book can be given to students as a gift to be valued and to be used. It can be important to know some prayers by heart as well as to know where to turn to express in prayer the hopes and fears of growing in life and faith.

With sensitivity to their age, personal development, and capacity, pupils should know the following prayers:

- The Sign of the Cross
- The Lord’s Prayer
- Hail Mary
- Glory be
- The Apostles’ Creed
- An Act of Contrition
- Angel of God
- Eternal Rest
- Morning Offering
- Grace before meals
- Grace after meals
- Come, Holy Spirit
- The Angelus
- The Rosary
- Hail Holy Queen
- The Magnificat
- The Memorare
- The Prayer of St Richard of Chichester
- Act of Faith
- Act of Hope
- Act of Love
- Jesus, Mary and Joseph, I give you

This is the recommended scheme for introducing the prayers according to age, which takes into account where texts are introduced in the RE Curriculum Directory.

Age phase	EYFS	5-7 (KS1)	7 -9 (Lower KS2)	9 – 11 (Upper KS2)
<b>Prayers</b>		The Sign of the Cross	The Apostles' Creed	Morning Offering
		The Lord's Prayer	An Act of Contrition	The Rosary
		Hail Mary	Angel of God	The Magnificat
		Glory be	Come, Holy Spirit	Act of Faith
		Grace before meals	The Prayer of St Richard of Chichester	Act of Hope
		Grace after meals		Act of Love

Prayers specific to St. Joseph's Catholic Primary School

- Prayer to St. Joseph
- Prayer to St. Matthew
- Prayer to St. Mark
- Prayer to St. Luke
- Prayer to St. John

**The Sign of the Cross**

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

**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 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.

**Glory be to the Father**

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.

**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.

### **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.

### **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.

### **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.  
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.

### **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)

The Annunciation (Luke 1:26–38)

The Visitation (Luke 1:39–45)

The Nativity (Luke 2:1–7)

The Presentation in the Temple (Luke 2:22–35)

The Finding in the Temple (Luke 2:41–52)

### The Mysteries of Light

(Recited Thursday)

The Baptism of Jesus (Matthew 3:13–17)

The Wedding Feast of Cana (John 2:1–12)

The Proclamation of the Kingdom, with the call to Conversion (Mark 1:14–15; 2:3–12)

The Transfiguration (Luke 9:28–36)

The Institution of the Eucharist (Matthew 26:26–29)

### The Sorrowful Mysteries

(Recited Tuesday and Friday)

The Agony in the Garden (Mark 14:32–42)

The Scouring at the Pillar (Matthew 27:15–26)

The Crowning with Thorns (Matthew 27:27–31)

The Carrying of the Cross (John 19:15–17; Luke 23:27–32)

The Crucifixion (Luke 23:33–38, 44–46)

### The Glorious Mysteries

(Recited Wednesday and Sunday)

The Resurrection (Matthew 28:1–8)

The Ascension (Acts 1:6–11)

The Descent of the Holy Spirit (Acts 2:1–12)

The Assumption (1 Thessalonians 4:13–19)

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 above]

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

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

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.

### **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 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.

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.

### **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 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.

**Jesus, Mary and Joseph**

Jesus, Mary and Joseph, I give you my heart  
and my soul.

Jesus, Mary and Joseph, assist me in my  
last agony.

Jesus, Mary and Joseph, may I breathe forth  
my soul in peace with you.

**Eternal Rest**

Eternal rest grant unto them, O Lord,  
and let perpetual light shine upon them.

May they rest in peace. Amen.

Appendix 3 – EXAMPLE ONLY.

School Name Annual Plan of Provision 2024 - 2025					
September		October		November	
4 <sup>th</sup>	Staff Liturgy	2 <sup>nd</sup>	Head's Gospel Assembly	1 <sup>st</sup>	All Saints Day Mass : Holy Day of Obligation
11 <sup>th</sup>	Head's Gospel Assembly	3 <sup>rd</sup>	Weekly Rosary with Deacon Paul every Tuesday	6 <sup>th</sup>	Head's Gospel Assembly
18 <sup>th</sup>	Head's Gospel Assembly and Blessing by Fr John	5 <sup>th</sup>	Year 6 and 2 Class Mass at Holy Family Church	13 <sup>th</sup>	Head's Gospel Assembly
21 <sup>st</sup>	Whole school Mass start of the year	6 <sup>th</sup>	Human Rosary Assembly	16 <sup>th</sup>	Year 4 Class Mass at Holy Family Church
25 <sup>th</sup>	Head's Gospel Assembly	9 <sup>th</sup>	Head's Gospel Assembly	20 <sup>th</sup>	Head's Gospel Assembly
28 <sup>th</sup>	Year 5 Class Mass at Holy Family Church	12 <sup>th</sup>	Year 4 Class Mass at Holy Family Church	23 <sup>rd</sup>	Year 6 and Year 2 Class Mass at Holy Family Church
		13 <sup>th</sup>	Human Rosary Assembly	27 <sup>th</sup>	Head's Gospel Assembly
		16 <sup>th</sup>	Head's Gospel Assembly	30 <sup>th</sup>	Year 3 Class Mass at Holy Family Church
		19 <sup>th</sup>	Year 3 Class Mass at Holy Family Church		
		20 <sup>th</sup>	Human Rosary Assembly		
<b>December</b>					
		<b>January</b>			
4 <sup>th</sup>	Head's Gospel Assembly: 1 <sup>st</sup> Sunday of Advent	7 <sup>th</sup>	Head's Gospel Assembly : Baptism of the Lord	1 <sup>st</sup>	Year 4 Class Mass at Holy Family Church
6 <sup>th</sup>	Reconciliation Y4 – Y6 with Fr Peter	8 <sup>th</sup>	Epiphany Mass	5 <sup>th</sup>	Head's Gospel Assembly
7 <sup>th</sup>	Year 5 Class Mass at Holy Family Church	11 <sup>th</sup>	Head's Gospel Assembly	8 <sup>th</sup>	Year 3 Class Mass at Holy Family Church
8 <sup>th</sup>	Advent Service at Holy Family Church	15 <sup>th</sup>	Year 6 and 1 Class Mass at Holy Family Church	12 <sup>th</sup>	Head's Gospel Assembly
11 <sup>th</sup>	Head's Gospel Assembly: 2 <sup>nd</sup> Sunday of Advent	18 <sup>th</sup>	Head's Gospel Assembly	13 <sup>th</sup>	Year 5 and 2 Class Mass Assembly
14 <sup>th</sup>	Advent Mass	22 <sup>nd</sup>	Year 5 and 2 Class Mass at Holy Family Church	26 <sup>th</sup>	Head's Gospel Assembly
18 <sup>th</sup>	Head's Gospel Assembly: 3 <sup>rd</sup> Sunday of Advent	25 <sup>th</sup>	Head's Gospel Assembly		
<b>March</b>					
		<b>April</b>			
3 <sup>rd</sup>	Head's Gospel Assembly	4 <sup>th</sup>	Head's Gospel Assembly	1 <sup>st</sup>	Mary our Mother Procession
4 <sup>th</sup>	Burning of the Palms	22 <sup>nd</sup>	Head's Gospel Assembly	2 <sup>nd</sup>	Year 6 and Rec Class Mass at Holy Family Church
5 <sup>th</sup>	Ash Wednesday Liturgy at Holy Family Church	23 <sup>rd</sup>	Start of term Mass at Holy Family Church	7 <sup>th</sup>	Head's Gospel Assembly: Mary our Mother
10 <sup>th</sup>	Head's Gospel Assembly	25 <sup>th</sup>	Head's Gospel Assembly	9 <sup>th</sup>	Weekly Rosary
12 <sup>th</sup>	Stations of the Cross Year 4 and Year 6			20 <sup>th</sup>	Weekly Rosary
13 <sup>th</sup>	Reconciliation Y4 – Y6 with Fr Peter			23 <sup>rd</sup>	Year 5 and 1 Class Mass at Holy Family Church
18 <sup>th</sup>	Head's Gospel Assembly			29 <sup>th</sup>	Ascension Day Mass : Holy Day of Obligation
20 <sup>th</sup>	Stations of the Cross Year 4 and Year 6				
<b>June</b>					
		<b>July</b>			
2 <sup>nd</sup>	Head's Gospel Assembly	1 <sup>st</sup>	Head's Gospel Assembly	<b>Continuous Provision for Prayer</b>	
3 <sup>rd</sup>	Year 5 and 6 Pilgrimage Mass to Walsingham	3 <sup>rd</sup>	Year 6 Leavers' Mass at Our Lady's Church	Daily Classroom prayer (morning, before and after lunch and end of day) Weekly Year Group	
7 <sup>th</sup>	Head's Gospel Assembly	4 <sup>th</sup>	Year 5 and 1 Class Mass at Holy Family Church	Assemblies/Celebrations of the Word; Weekly Hymn	
10 <sup>th</sup>	Year 3 Class Mass at Holy Family Church	8 <sup>th</sup>	Head's Gospel Assembly	Practice; Staff Meeting prayers; Termly staff liturgical	
13 <sup>th</sup>	Head's Gospel Assembly	11 <sup>th</sup>	End of year Mass at Holy Family Church	formation.	