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*"RESPECT, BELIEVE, ACHIEVE."*

# Cardinal Heenan Catholic High School

## Prayer & Liturgy Policy

Approved by:	Name: Full Governing Body	Date: 04/12/2025
Last reviewed on:	Date: October 2025	
Next review due by:	Date: October 2026	



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## School Mission Statement

Inspired by the person of Jesus Christ and the witness of John Carmel Heenan we, the community of Cardinal Heenan Catholic High School, strive to live out our God-given vocation: to believe we are called, chosen and loved; to respect ourselves, others and the world around us, that we may achieve our full potential.

We aim to live this statement out, guided by the Holy Spirit, through:

- Being a welcoming and inclusive community that demonstrates the love of God to all we meet, through our words and actions.
- Collective worship, assemblies, curriculum, policies and a daily life that reflects the Gospel values.
- Building relationships with each other based on the teaching of Christ found in St Luke’s Gospel, “Do to others as you would have them do to you.”
- Striving to be good citizens by taking responsibility for others, locally, nationally and internationally in order to serve the Common Good.
- Nurturing our God-given gifts and talents in every aspect of school life.
- Caring for the environment we are privileged to live in.

This is encapsulated in our school motto:

**‘Respect. Believe. Achieve.’**

### 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.)

Cardinal Heenan 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 teachings and 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 comes from John 10:10 where Jesus says, ‘I have come so that they may have life and have it to the full.’

Our purpose is to ensure that each of our young people can live happy, successful and fulfilled lives both now and in the future.

### 2. Statement of requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all students, including those in the sixth form (Section 70, 1988



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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 students 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 students’ entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which students 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. (*To Know You More Dearly 2023*, p69-70)

### **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* (Autumn 2023).
- There is a named person(s) who is responsible for prayer and liturgy in the school, Deacon Brendan Kelly-Ince (Prayer and Liturgy Coordinator/School Chaplain).
- The Prayer and Liturgy Policy is updated regularly and shared with all stakeholders.
- There is a budget for prayer and liturgy that reflects the centrality to the life of our Catholic school. This is embedded into the annual Chaplaincy budget.

#### **(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 is in line with the guidance set out by the *Prayer and Liturgy Directory*, *To Know You More Dearly* (November 2023).
- 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 (Chaplain)**



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The Co-Ordinator 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*.
- 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 students, appropriate to age and ability, as outlined in the *Prayer and Liturgy Directory*.
- Students 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 students.
- Induction on prayer and liturgy takes place for new members of staff, as required.
- Staff have regular access to effective training and formation opportunities.
- Monitoring and evaluation of prayer and liturgy takes place regularly and feeds 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**

‘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 is to ensure that students encounter Jesus, the living God. They encounter God in many ways at Cardinal Heenan, 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 *Imago Dei*, made in the image of God, all with different starting points, gifts and qualities. The opportunities we provide allow students to encounter a wide range of prayer experiences, which are always 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 local, national and global community, of which they are a part. As a part of our prayer and liturgy programme, 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 valued contribution to society and a difference to the lives of their neighbours.



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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 calendar.

These events are planned by Deacon Kelly-Ince, our school Chaplain, Mr Bennett, SL RE and Strategic Lead of Catholic Life, Mrs Landor, KS3 Co-ordinator RE and Assistant Strategic Lead of Catholic Life, along with the Prayer and Liturgy team which includes, the Headteacher, Ms Smyth student Chaplaincy Leaders.

Prayer and worship can take place with classrooms, the school sport’s hall, the chapel, the main school hall and in other places within the school grounds and within local parish churches.

The styles and types of prayer and liturgy offered ensures a wide range of engaging and creative experiences of the breadth and richness of our Catholic tradition.

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

- Staff briefings – Wednesday at 3:05pm.
- Wednesday reflection in the school chapel at 8am.
- Year 11 Mass of Celebration and Year 13 Mass of Celebration – Summer Term.
- Year 7 Mass of Welcome at the beginning of the academic year to welcome our new students into the Cardinal Heenan family.
- Voluntary Mass is celebrated on a half termly basis in the Sixth Form Centre. This is a joint Mass with Broughton Hall CHS. (Note: this is not always possible due to the availability of priests. However, these may be replaced with Eucharistic services celebrated by Deacon Kelly-Ince.)
- Ash Wednesday service and distribution of ashes.
- Liturgies are celebrated in year groups for Christmas, Holy Week and Easter.
- Service of Reconciliation during Advent and Lent.
- Stations of the Cross service during Lent.
- Programme of prayer and experiential experiences for groups across the curriculum held in the chapel.
- Advent Service for the wider community.
- Prayers, reflections and Sunday Gospel readings are shared on the school’s website/social media to encourage families to pray at home and take part in the prayer life of the school.
- Governors and other members of the community and parishes are invited to share in our celebrations e.g. half-termly Mass, Year 7 Welcome Mass and Year 11 and 13 Masses of Celebration.

#### **Daily Prayer and Liturgy**

Form prayers are held each morning during form. To help facilitate this, form tutors receive a half-term Collective Worship booklet. Each form in Years 7 and 8 also has a form candle for readers to use. Our form time collective worship follows a schedule of themes which are



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linked to the Liturgical Calendar. The themes are planned and shared by Deacon Kelly-Ince. The prayer theme of the week is shared throughout the school via the student information screens located throughout the building.

Each year group will also attend an assembly on a weekly basis in the main school hall. There will be an assembly lead on a rota basis using a theme linked to the liturgical calendar and provided by Deacon Kelly-Ince. In the event of absence, the school Chaplain will lead the assembly, if appropriate.

### **Resourcing**

Colleagues who lead assemblies are given their dates and themes at the beginning of the academic year. Those who lead form prayers are given the Collective Worship booklet on a half-termly basis. There is a planned form time resource for each day of the week. All of these resources are provided by Deacon Kelly-Ince. Ms Landor will provide additional resources linked to World Faiths and key feasts and festivals throughout the year. Staff however, are also encouraged to create and share their own resources in both form and assembly time. 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 are embedded within the weekly resources and prayer themes and Mr Bennett has provided an additional Staff Prayer and Liturgy booklet containing a range of prayers and reflections as prescribed by the Prayer and Liturgy Directory (November 2023). The resources use a variety of experiences like meditation, *Lectio Divina*, videos, songs and opportunities for students to write their own thoughts and prayers. Prayer resources are current and relevant so that all students regardless of where they are on their faith journey can access them.

Prayer resources link to international and national events e.g. Anti-Bullying Week, Remembrance Day, International Day of Peace and Black History Month.

### **Collective Worship (Assemblies)**

On each day of the week one-year group has a thirty-minute act of worship in the main school hall. Each of these acts of worship is led by a member of staff or visiting speaker and follows the school calendar of themes. Notices or year group business is only done once the act of worship has been completed. Students enter/leave the hall in silence and are invited to make the sign of the cross at the beginning and end.

### **Collective Worship (Form Time)**

Form Prayers take place each morning during form time either at the beginning or end of the 30-minute session. This is the most important part. Time is dedicated solely to prayer and reflection and students are invited to make the sign of the cross at the beginning and the end. Form tutors have the responsibility to ensure that prayer time is conducted appropriately and that a prayerful atmosphere is created. Form tutors may lead sacred time



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or may select students to lead. The school Chaplain will lead form prayer sessions across the school in each form over the course of a school year.

### **Student Involvement**

Students are encouraged to take an active part in the planning and delivery of acts of worship both in assemblies and in form groups. For example:

- The Prayer and Liturgy Group plan and lead at least one week of Collective Worship.
- The *Group* also plan and lead Collective Worship throughout the year contributing ideas to content, celebration and timing of events.
- They will assist in the planning of Masses and other liturgies. They take on key roles during services e.g. welcoming students, giving out prayer leaflets and acting as readers and Eucharistic Ministers.
- Students in Year 11 and above are invited to become Eucharistic Ministers and will attend training with Animate.
- Students lead acts of worship by performing drama and music, for example. They also read scripture and prayers during services.
- Music has been introduced into assemblies for Years 7 and 8 and this will gradually be rolled out across the school.

### **Access to Sacramental Programmes**

Cardinal Heenan supports the Archdiocese of Liverpool in preparing students for the Sacrament of Confirmation. Animate Youth are invited into school annually to help educate students about the meaning and importance of Confirmation, while the RE programme of study covers the theology of Confirmation in Year 8 (Year 7 in light of the New RED). Information about Confirmation and how to enrol is sent home to parents and is available on the school website/social media. Moving forward, students will be able to register through school.

### **Retreat Programme**

- Year 7 visit the chapel as part of their preparations for the Mass of Celebration and Welcome.
- Year 8 have the opportunity to visit Lowe House with Animate Youth.
- Year 9 visit the school chapel to take part in a Holocaust Memorial service.
- Year 10 visit the chapel to participate in a Stations of the Cross service.
- Students in KS4 and 5 are encouraged to take part in the Archdiocesan pilgrimage to Lourdes, supporting elderly and infirm members of our community. The school assists in fundraising efforts to help support travel costs. A member of the Lourdes team visits school annually to advertise the pilgrimage to our young people.



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## **The Chapel**

The chapel is an important sacred place that is at the heart of our community. It is open throughout the day, 8am to 4pm, and is open to all to visit for quiet reflection. It is also used by various groups who need a quiet space to meet. It is utilised by the Prayer and Liturgy Group for meetings, class groups for reflection, experiential and liturgical opportunities, for Wednesday Reflection, quiet time and/or meditation before public examinations and it is used for 1-1 sessions with students as well as small group interventions.

The chapel is available for anyone that wishes to use it for private prayer and reflection. It has a place for prayers to be left and contains a pious box during the month of November.

## **The Catholic Character of Our School**

At Cardinal Heenan we have dedicated spaces for prayer and liturgy as previously explained. The Catholic character of our school community is reflected in the religious artefacts and images on display throughout the building, from our reception area to the art work in the central atrium. Dedicated spaces for prayer and liturgy have been furnished and maintained as to reflect the Church’s liturgical season. It is hoped that a new Memorial and Reflective garden will be built following the extension to the school.

### **5. Training and formation**

#### **Staff CPD**

- ITT trainees and new members of staff receive CPD sessions on Catholic Life which includes information about prayer and liturgy.
- CPD sessions are provided for all staff as a part of the whole school CPD calendar.
- A Formation Inset Day is held for staff bi-annually.
- The school Chaplain and RE Department are always available to provide guidance and support for staff with regards to Catholic Life, prayer and liturgy.
- A small library for prayer and liturgy resources is available for staff and students in the chaplaincy office.

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.

Staff training and formation costs are funded separately from the whole school CPD budget to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

### **6. Monitoring and Evaluation of Prayer and Liturgy**



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Monitoring and evaluation of the quality and impact of prayer and liturgy takes place annually in line with the school calendar and involves a number of key stakeholders, including: students, HOYs, SLT, the school Prayer and Liturgy Co-Ordinator and the Prayer and Liturgy School Leads. All key stakeholders will be asked to share their views and opinions about the Catholic Life of the School through the CES Questionnaires on a biannual basis and/or in preparation for a Section 48 Inspection. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

## **7. Review**

The policy will be reviewed annually as part of the regular cycle of policy review conducted by the governors of Cardinal Heenan Catholic High School.