



SJFCC Collective Worship Policy

Prayer & Liturgy

Date: May 2023

Adopted: May 2023

Reviewed: May 2024

Mission Statement

The Fisher Way aims to educate and inspire with joy, faith and love because we are an inclusive Catholic community.

The Nature of Collective Worship

The mission of Saint John Fisher Catholic College is underpinned by The Fisher Way. As such we endeavour to be a worshipping community of faith, where all members may celebrate and live out their faith through prayer, reflection and worship.

We believe that Christian worship in a Catholic school names and celebrates God's presence in our lives. It is concerned with giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit.

A key concept for us as well as the Church is that there is a full 'participation' of all in the act of worship. The Church desires that participation in the liturgy should be 'full, conscious and active'. Participation, however, is not simply actions such as reciting responses but is also shown through the engagement of hearts and minds, the imagination, memory and will – and is evident in how all those there live out the message of the Collective Worship experienced.¹

When we state that we want all present to participate in a 'full, conscious and active' way then we mean the following in age-appropriate ways.

¹ Draft text for Prayer and Liturgy Directory January 2023

- To participate 'fully' means there is an understanding that all present form part of the wider body of Christ and that on a personal level they are also a member of the worldwide Catholic and Apostolic Church.
- To participate 'consciously' means that the individual has an appreciation and understanding on what is happening and the importance of it. This might include understating the sacred mysteries connected to the Mass.
- To participate 'actively' means that all present enter the liturgy with an open heart and a willingness to reflect upon the take home message and how this encounter with God ay directly impact lives.

Because of this commitment to have "fully, conscious and active" participation in a Year group celebration of the Mass, in RE lessons, all classes are prepared for the mass. In addition to this, all experience time in the chapel where the structure and sacred mysteries of the Mass are explained and the readings developed. It is common practice for all learners to be prepared and to participate in the Mass either through creation of offertory pledges, art works or bidding prayers.²

Definitions

It is important that key terminology is correctly understood and used in reference to Collective Worship at St John Fisher Catholic College. 'Collective Worship' is a term used in the 1944 Education Act but is not a phrase we use readily in a Catholic context. 'Prayer' and 'Liturgy' are terms more commonly used. Below is a simple translation of the main terminology covered under the term Collective Worship.

Collective Worship– This is any act where glory and honour is given to God by a group of people inviting all to respond. All the terms below are examples of Collective Worship.

Prayer– Prayer is the raising of one's mind and heart to God³ and is a response to the "vital and personal relationship with the living and true God."⁴ Put simply, prayer is a connection with God who longs for us to connect to him.

Prayer is a way of strengthening our relationship with God in both a personal and communal way and so therefore unites us as members of the Family of God and the Communion of Saints. Prayer, in the Catholic Tradition, takes place at different times and indeed at any time, throughout the day and is also set within the framework of the Liturgical seasons of the year.

² ibid

³ St John Damascene

⁴ CCC 2558

Liturgy– Translated as “work of the people,” it is a gathering of people striving to do more than just prayer. It involves a variety of rites, rituals and religious language supported by many signs and symbols, reflecting the Liturgical Year. It can include forms of prayer, silence, reflections, scripture readings and an invitation to put faith in to action.

Mass/ Eucharist– The celebration of the Eucharist (Holy Communion) with some or all of the school community. All celebrations of the Mass are seen as Liturgies.

For Catholics, the Mass is central to practice of the faith. It is referred to as both “the source and summit”⁵ of faith. Each Mass is a recreation of the Last Supper of Christ where the signs of the bread and wine are transformed in to the Body and Blood of Jesus meaning there is a real presence of Jesus at the celebration. This belief is called transubstantiation and is what distinguishes us from many other Christian denominations.

Assembly– A gathering of people as a vehicle to communicate information and notices to a large body of people. It may include an act of worship but the difference between worship and assembly must always be made clear.

Distinctions

All liturgies involve praise, thanksgiving and adoration of God and are, therefore, acts of worship. However, not all worship will be liturgy as it may or may not include symbol, action and the rites of the Church. All celebrations of the Mass are considered liturgies as sign, symbols and religious language is used.

Legal Requirements and Diocesan Expectations

We acknowledge the legal requirement that there must be a daily act of worship for all learners⁶. However, the law does not specify for how long or when this daily act of worship should take place. It can then, therefore, take place at any time during the school day and can be either a single act of worship for all learners, or separate acts of worship in school groups.

It must be understood that an assembly which includes a prayer, said either by the teacher or everyone present, does not constitute Collective Worship. Collective Worship and assemblies are distinct activities and although Collective Worship might happen within an assembly a clear distinction must be made.

⁵ CCC 1324

⁶ The Education Act 1993. “Every school must by law provide religious education and daily collective worship for all its pupils... In the light of the Christian traditions of Great Britain.... collective worship organised by a ... school is to be 'wholly or mainly of a broadly Christian character'.

The act of worship is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education.

At St John Fisher Catholic College, the responsibility for ensuring that arrangements for Collective Worship are in place rests with the Governing body. There is a link Governor assigned to Collective Worship. It is the Assistant Headteacher (AHT) in charge of Catholic Life's responsibility, along with the Headteacher, to ensure that Collective Worship takes place in accordance with this policy.

Parents/carers have a right to withdraw their child from Collective Worship. However, in a Catholic school, parents/carers and prospective parents/carers are made aware of the fact that Collective Worship cannot be confined to "timetabled slots" but may take place in a variety of contexts other than those which are specifically structured. All parents/carers who have a child attending St John Fisher Catholic College are required, on admission of their child, to support the Catholic ethos of the school. While this does not affect their statutory rights, there is an expectation that all learners will participate in Collective Worship.

Clear communication as to the religious content is given to parents/carers in the way of newsletters and in published Religious Education curriculum. As with the expectations set out in the Prayer and Liturgy directory, all learners of any faith and none are invited and participate in the musical ensembles used to enhance worship. This is currently called the Proclaim group. Other Christian learners and staff are invited to read scriptures in all settings and worship bar from within the Sacraments. It is not an expectation that a non-Christian would ever read from the Bible in any context. During prayer and all forms of liturgy, it is an expectation that all members of the community, staff and learners, are respectful and reverent, although it is not an expectation that a non-Christian would perform certain acts such as making the sign of the cross as this is contrary to their own personal beliefs.⁷

It is a Diocesan expectation that all prayer and Collective Worship provided by the school must be at all times Catholic in nature and occur twice daily as a minimum. However, at St John Fisher Catholic College, prayer is expected 3 times a day. This is during the morning formation time, before lunch time and also at the end of the school day. As a Catholic school, whilst respecting the diversity of belief and commitment of other faiths, our worship will be Catholic and will have Christ at the Centre. Our daily Collective Worship is an entitlement for all our members.

⁷ Prayer and Liturgy Draft Directory point 4, The School Community.

By doing this, St John Fisher Catholic College upholds the distinctive nature of a Catholic school which must “express the life of faith in acts of religions, through personal and liturgical prayer.”⁸

The school makes use of the various resources provided by the DES and wider Catholic Church. It is the duty of the school to ensure that all learners come to know and experience as many forms and expression of prayer as is possible. It is part of our ongoing Chaplaincy Implementation Plan and CSED ‘areas of development’ to develop the diversity and range of prayer styles and opportunities across our school.

The Place of Collective Worship in the Life of our School

We endorse the belief that Collective Worship takes into account the religious and educational needs of all who share in it:

- 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.

As previously stated it is an expectation that all learners attend and respect acts of Collective Worship. The invitation is that they do so with an open heart and mind.

The liturgical year provides our Collective Worship with a framework while also allowing for the wider international, national and local needs and events to also contribute to the content.

Worship at St John Fisher Catholic College is much more than just a legal and Diocesan requirement but instead is central to the school in fulfilling its mission statement and lies at the very heart of all that it does. One of the most important tasks of St John Fisher Catholic College is to lead learners through celebrating liturgies, achieving a deep understanding and appreciation of prayer and the sacraments, most notably the Eucharist. As the Eucharist remains a central element in the life of the Church, it too is at the heart of all school life at St John Fisher Catholic College. Evidence of the importance of Collective Worship can be seen in the Headteacher reports that are present at every Governing Body meeting. These specifically discuss progress made within Collective Worship. In addition to this, Collective Worship is also actively promoted and celebrated through use of our social media sites including the chaplaincy website. [Catholic Life – Love, Joy, Faith \(saintjohnfishercc.co.uk\)](http://saintjohnfishercc.co.uk)

⁸ Christ at the Centre

The Aims of Collective Worship

We believe that Collective Worship is a non-negotiable entitlement for all learners and staff at our school. As such staff spirituality remains a clear focus for us as a school and as a wider MAC. Over the academic year, we strive for Collective Worship to allow all those involved:

- To contemplate something of the mystery of God and to have opportunity to reflect in awe and wonder.
- To take time to “wonder at” the beauty and complexities of the world as well as “give worth to” God for his great glory and to find ways “to come to terms with” difficult issues.
- To reflect on spiritual and moral issues while also developing their own beliefs and growing in understanding of others.
- To respond to and celebrate life, appreciating the diversity this may bring.
- To experience a sense of belonging, develop a community spirit, united in a common ethos with shared values.
- To give thanks and praise to God while being grateful for and generous with, their gifts and talents.
- To grow in liturgical understanding of the Catholic Church as well as the rich tapestry of Catholic traditions, prayers and liturgy.
- To reinforce positive attitudes of joy, faith and love in keeping with the Fisher Way.
- To participate fully with an open heart and mind.
- To take an active role in planning, leading, developing and monitoring the provision of Collective Worship offered.

Principles

Every effort will be made to give all learners and staff positive experiences of Collective Worship based on sound educational, pastoral and liturgical principles. Staff understanding, awareness and confidence in all matters of Catholic life and prayer and liturgy remains at the forefront of staff CPD and is supported by weekly “lite-bite” training sessions in morning briefings. Opportunities for sharing of good practice and developments is also provided as appropriate.

All acts of worship will assist in preparing learners for a deeper understanding of and engagement in the liturgical life of the Church and to deepen an appreciation for the beauty of prayer.

All acts of worship will take in to account, as far as possible, the age, aptitudes and backgrounds of all learners, whilst maintaining a clear Catholic structure of worship, firmly ensuring that Christ is at the Centre.

In order to satisfy these principles, celebrations will mostly be kept small to allow for a personalised experience and will include a variety of experiences offered in a variety of settings to a variety of groups.

School vision and ethos.

The Fisher Way underpins and strengthens our school mission statement focusing all we do in establishing love, joy and faith as our school values.

Love– The school is a community belonging to an even larger one. The school and its Collective Worship demonstrate a strong social justice for the local and wider community. It works towards a world where all people are respected and the dignity of human life is upheld. In addition to this the school promotes a strong sense of stewardship towards creation calling upon the words of Pope Francis in Laudato Si to take care of our common home. This can be evidenced in the school's Eco Schools Status as well as their commitment to the CAFOD Live Simply Award Scheme.

Joy– The school is committed to the wellbeing of all its members. It strives for excellence in all that it undertakes and works tirelessly for all members to have opportunities and experiences that allow them to be curious and active, working to achieve their God-given potential. The school aims to be a happy and safe environment where all people are respected, valued and loved regardless of background.

Faith– The school's belief in Christ provides the platform necessary to achieve all it does. The Catholic faith lies at the very heart of all life and firmly places Christ at the centre. Faith is integral to the school all its makeup and outward appearance and it works to ensure that all members are provided with opportunities to be faith-filled and hopeful.

The Organisation of Collective Worship.

The overall responsibility for Collective Worship lies with the Headteacher in consultation with the local Governing body. However, the Assistant Headteacher in charge of Catholic life is the school's designated PICCLS (Person in Charge of Catholic Life of the School) and is responsible for the following structures and systems which are approved by SLT and ratified by the local Governing body.

It is important to note that below is not an exhaustive or limited list of the organisation of Collective Worship. Indeed, Collective Worship is developed constantly to meet the needs of the learners, staff and the local area and as such may be increased or altered. However, the list below demonstrates the commitment of the school to living and celebrating the Catholic life through prayer and liturgy.

- At 8:30 a.m. on Monday, Wednesday and Friday staff briefing begins with prayer lead by the Headteacher or another designated member of staff. The school recognises the importance of staff prayer and offers staff only prayer sessions throughout Advent and Lent at 8:15a.m until 8:20am. These are held on Teams which allows the maximum number of people to be able to engage. These prayer sessions are run by a variety of staff.
- At 8:30am every Monday staff briefing all staff benefit from a short “lite-bite” CPD session that explains one key principle of Catholic life as well as developing understanding on a key Catholic Social Teaching and a British Value. This is delivered by the PICCLS.
- At 8:45 a.m. Formation time begins. It is an expectation that every formation period has learner-prepared and then learner-led morning worship. Resources are provided to assist the Formation tutors in supporting and engaging the learners to create this short prayer session. These resources can be found here: T:\Staff Resources\05 Chaplaincy & Chaplaincy for staff\15 Chaplaincy for Staff\Collective worship\Learner Led Morning worship resources to use.
- These short acts of morning worship are to follow the 4-part structure of gather, listen, respond and go forth. It is of utmost importance that these acts of morning prayer are learner created and led. Learners can work independently or in a small group. It is teacher discretion to support these acts of worship to take place.
- These learner-led morning acts of worship are monitored and evaluated on a rota by the Lay chaplain, the PICCLS and the Fishers.
- Once a week, a single year group will meet in the hall for an act of Collective Worship together. Formation groups are on a shared rota to lead an act of Collective Worship and this is shared at the start of the year. On all other occasions these gatherings are led by SLT, Head of Year or outsider speakers. The content is left to the expertise of the staff member. However, it must adhere to the 4-part structure for Collective Worship as well as including a key Catholic Social Teaching (CST) a British Value and, where possible, reference to career education.

- Once a year, each Formation group will gather in the chapel for Mass or Exposition of the Blessed Sacrament. Previous to this, they have been guided by the PICCLS, Lay Chaplain and the Fishers- the Chaplaincy Team- to plan, lead and evaluate this worship. This Collective Worship is open to other members of the school community on a voluntary basis also. It is an expectation that the Formation Tutor is also present at this Mass with cover granted to allow for this.
- On Wednesdays, Formation time is structured around Wednesday Word which is written by the Lay chaplain and delivered by the Lay Chaplain and members of the Fishers Chaplaincy Team. This act of worship is delivered live on Teams and all Formation groups are expected to log on and engage actively through listening, praying and partaking in the discussion questions and reflection by using the chat boxes. Year 9 undertake Wednesday Word on Thursday by watching the recording as their act of worship in the hall is on Wednesday.
- On each Wednesday at 3:10pm, all classes are reminded of the Wednesday word with a short evening prayer reflection that is done as a video. This reminds all members of the community about the message of the Wednesday Word and the take-home message of the Gospel. This is then also shared on our YouTube channel. [Saint John Fisher Catholic College - YouTube](#) On all other days, school ends with the St John Fisher prayer. Prayers are displayed in each room in the school.
- All classes are expected to say the Glory Be prayer at the start of the learner lunch time. The school operates a split lunch time timetable.
- Attendance at local parishes is demonstrated through the Family Fisher Masses where the Mass is prepared and led by members of the Fishers and school community.
- Attendance at our MAC Parish is also demonstrated through our involvement in Key Stage 2 Sacramental preparation.
- Development links with the Parish and Holy Trinity Catholic Church is also developed through the Lenten Stations of the Cross liturgy that is open to all parishioners as well as CkKCC primary schools. This is a real highlight of our Prayer and Liturgy calendar.
- Attendance at local Diocesan masses such as CATSC Combined Schools Mass, the Good Shepherd Mass, the North Staffordshire Vocations Mass, the Civic Mass and others are always significant.
- The school ensures that all learners are fully aware of wider issues connected to the Church's Catholic social teachings and this is supported through acts of worship in the Hall. In addition to this, Catholic Social Teaching are also explored through working with wide range of Catholic charities such as CAFOD, Father Hudson's and Missio on events such as the summer Mission Day and Mass.

- Each year, a welcome day and Mass occurs for the new year 7 and year 12 intake. This Mass marks the start of their official journey with us in prayer and thanksgiving.
- Each year, a Leavers Mass for year 11 and year 13 leavers is offered in thanksgiving for their time spent with us and in prayer for their future.
- At the end of the Autumn and Spring term the school is joined together in liturgies led by the PICCLS, the Lay Chaplain and the Fishers. Where appropriate, this liturgy is a celebration of the Mass. This can also include a live streamed Mass.
- Where appropriate, the school gathers for such celebrations as Epiphany, Ash Wednesday, Harvest, Ascension, the feast day of Saint Peter and St Paul, and the feast day of St Thomas More and St John Fisher.
- Residential retreats to Kenelm Youth Trust are run each year for Year 7-8 and also Year 9-10.
- From 2023, the Year 12 Lourdes pilgrimage is resumed.
- Vocations Day takes place in Year 9 annually starting from 2023 after a pause due to COVID restrictions.
- Each year the school gathers for the annual Mission Day held on the last day of the Summer Term. Here the new tag line that supports the mission of the school for the next academic year is celebrated. The feast day of the chosen saint is also remembered that year. The tag line and saint are discussed and chosen by the Fishers chaplaincy Team.

Most acts of Collective Worship involve a mix of people. The assembly and liturgical calendar of events is shared with all staff at the beginning of the year. The liturgical year as well as Feast days, liturgical colours and Catholic Social Teachings are also echoed weekly in the staff CPD in Monday briefings. Weekly events are also published in the bulletins and on the newsletters. Most acts of Collective Worship will involve music either through the singing of a hymn or as reflective music as a prayer aid and usually as a way of gathering people to worship.

The Planning, Content and Delivery of Collective Worship

Collective Worship is planned in close reference to the Church's liturgical year, other significant dates and events (for example using the prayer garden during the month of May for the saying of the Rosary) and Religious Education curriculum where appropriate. The act of worship is to follow a clear 4-part structure of:

- Gather
- Listen (to Scripture but not necessarily the Gospels)
- Respond- to ensure a clear take home message and an application of the Scripture and the theme to daily life
- Go Forth – a commission prayer that asks for God's help in guiding and supporting all those present in the upholding of the take home message.

Support and guidance is offered by the PICCLS, Lay Chaplain and Fishers. Materials to support the creation of learner-led worship for Formation time is shown in Appendix 1 as well as being stored at: T:\Staff Resources\05 Chaplaincy & Chaplaincy for staff\15 Chaplaincy for Staff\Collective worship\Learner Led Morning worship resources to use. Appendix 2 shows planning sheets that can be used by staff to support creating their own act of worship.

When outside agencies, such as CAFOD, present Collective Worship, it is an expectation that the staff member organising this external speaker consultants with the speaker to ensure that the schools aim and ethos is upheld.

Collective Worship will always allow for flexibility to adjust to situations within the school and wider community. For example, Collective Worship moved on occasion during the pandemic and was also developed to celebrate national events such as King Charles III coronation. Collective Worship, at the heart, strives to develop the necessary skills in learners to make them active and faith-filled members of the Church. This involves expecting, encouraging and supporting them to plan, lead and monitor all acts of Collective Worship.

Recording, Monitoring and Evaluation

Dates for Collective Worship in the Hall is recorded as a calendar and shared with all staff at the end of the academic in time for the next. It is also saved on the shared area and is also included in the weekly bulletin and newsletter.

All Formation Masses and where appropriate, exposition of the Blessed sacrament preparation are recorded in the Mass Scrapbooks. This records the readings, the names of the readers and Bidding Prayers.

The school has an active Chaplaincy Youth team called the Fishers. They have a noticeboard next to the chapel where liturgical notices and events are advertised. Photographs and reflections of events are regularly shared via our range of social media platforms.

In addition to this, art work produced during the Mission Day is displayed throughout the school as a reminder of the current tag line and previous ones.

Acts of collective worship that are held in the Hall, delivered either by a staff member or by a form are regularly evaluated by a group of sixth formers. The aim of this evaluation is to ensure that the collective worship offered follows the set 4-part structure of gather, listen, respond and go forth as well as to consider if the act of worship allows the opportunity for all there to become faith-filled active members of the Church and also to ensure that the distinction of assembly from Collective Worship is clear. Feedback is offered to the staff member who is observed as a supportive measure to ensure consistency and a deeper understanding on the importance of Collective Worship. Feedback forms can be found on Appendix 3.

The PICCL meets with the link governor each term to discuss progress and how far the school's Collective Worship is meeting the needs of all those connected. The PICCLS will write termly reviews of Collective Worship for both the Standards and Provision board as well as to the full governing body. Annually, the PICCLS attends a Governor meeting to answer any queries.

Resources

A comprehensive library of resources is available to all staff as well as being explained in Monday briefing staff CPD. All staff are regularly signposted to appropriate websites such as CAFOD, for further ideas. The PICCLS, lay chaplain and the Fishers offer structured support and guidance to support all staff in their vocation as agents of the Archbishop. Resources can be found on the shared area: T:\Staff Resources\05 Chaplaincy & Chaplaincy for staff\15 Chaplaincy for Staff\Collective worship

Sharing of good practice is also developed through staff briefing for example the Wednesday briefing that develops strategies to support whole school development.

The school is blessed to have its own chapel and this area is available for all staff and students as place of refuge, prayer and worship outside of lesson times. Every room also benefits from a prayer focus and the formation tutor and his class are responsible for the active use and protection of this focus.

Eucharist

The Eucharist remains at the heart of Collective Worship and as such at the heart of school life.

Liturgical formation for all aspects and parts of prayer and liturgy are important. Liturgical formation with regards to the celebration of the Mass is the most important as the Mass is the “source and summit of the Christian life”⁹.

RE lessons also support and develop a clear understanding of the Mass. Eucharistic celebrations in school will highlight a special occasion and the same level of planning and monitoring will be followed as with all forms of Collective Worship. Opportunities for learners to participate and benefit from the Eucharist are maximised from the planning and leading to the involvement in singing and reading prayers. This is carried out with careful consideration due to the diverse faiths, Christian denominations and understanding as explained in the Prayer and Liturgy directory.¹⁰

Eucharist is regularly celebrated in school through formation Mass, and the school remains grateful to our current Priest chaplain, Fr Marco Egawhary without whom, this would not be possible.

Eucharist is also celebrated at other key events in the school. For a more detailed list please refer to **The Organisation of Collective Worship** earlier in this policy.

The Co-ordinator for Collective Worship

The PICCLS, Jen Rogers, is currently the co-ordinator for Collective Worship. She is supported by a school Lay Chaplain, the rest of Senior Leadership Team and the RE Faculty. The school has a priest chaplain, Father Marco Egawhary.

Policy Monitoring and Review

This policy is monitored by the Collective Worship Co-ordinator and is evaluated and reviewed by the whole school staff and governors every three years. Staff opinion is collected through feedback to monitoring of collective worship as well as ongoing CPD. The link governor in charge of Catholic Life will play an important role in monitoring and evaluating progress each year with the Collective Worship Co-ordinator through their link governors’ meetings and discussions. The policy

⁹ Lumen Gentium 11

¹⁰ Prayer and Liturgy Draft 4.4.3.1. Prayer and Liturgical prayer also in 4.4.3.2 other Christians should not be invited to exercise ministries such as reading from the Scriptures during the celebration of the Sacraments.

will also be monitored and adapted to ensure it is in keeping with Diocesan requirements and any additions or adaptations are included.

Appendix 1 : Learner Planning sheet for morning prayer and liturgy.

Learner led Form time Collective Worship

Date:

Liturgical Calendar:

Gather	To gather the form I will: Sign of the cross and....
Listen	The Bible passage we will hear is:
Respond	The message is: I will ask people to answer " <u>How will they respond to this passage today?</u> " by:
Go forth	My prayer at the end is: Dear Lord, In Jesus' name we pray. St John Fisher, pray for us. Amen Sign of the cross.

Appendix 2

This sheet is to be used by all forms and members of staff when planning a learner led liturgy. It can be supported by the collective worship for formation groups booklet.

The planning of Collective Worship



What is the theme you are gathering for and why is this important for Catholics?
Be clear when worship starts!
Use music at the start or at the end.

Gather



What is the Scripture reading?
Could you include a video / drama to draw out the main themes of this passage?
Is it in keeping with the Churches liturgical year? Why / How? Or does it connect to a special year group intention?

Listen



What questions are you asking learners to think about?
What actions are you hoping to see after the event?
Allow for reflection time, discussion time and feedback.
Make it clear why this theme is important to us as Catholics.

Respond



What is the “take home” message?
What is the impact that you are hoping for and how will this be monitored?
Make reference to it at the end of the service.
Include music either here or on entry.

Go Forth

Appendix 3

This form to be used by those monitoring and evaluating all collective acts of worship.

Date	Form	Theme (CST and British Value for acts of worship in the Hall)	Observer	Additional information, for example support given in preparation, outside agencies involved etc.
				<div>Is there a record of planning? Y/N</div> <div>Is there clear evidence of learner led planning? Y/N</div> <div>Is there opportunities for learner engagement? Y/N</div>

Gather	Listen
Is it clear when worship begins? Y/N	Is Scripture used in the liturgy? Y/N
How did the congregation gather to pray? -----	Is Scripture explained fully? Y/N
Is there reference to the liturgical year? Y/N	Are any other resources used to develop the message? Y/N
	What are they?
Respond	Go forth
Is there a clear theme to the worship? Y/N	Does the end prayer commission the people to live the response / theme mentioned? Y/N
Is there a clear take home message? Y/N	Are learners aware of what is expected of them after liturgy? Y/N
Is there opportunity for discussion and reflection? Y/N	
WWW	EBI

Appendix 4

The Role of the Co-ordinator for Collective Worship

The PICCLS will assume responsibility for coordinating Collective Worship and will work with the lay chaplain and learners to ensure it is robust and fit for purpose. Delegation of operational matters such as preparations for weekly sacraments will be delegated to the lay chaplain. The PICCLS is the Assistant Headteacher in charge of Catholic life and community. Their role will include, but not be limited to, the following points.

- Formulating, reviewing and maintaining a written policy for Collective Worship that upholds legal and Diocesan requirements.
- Ensuring that Collective Worship is appropriate to the age, aptitudes and family backgrounds of all learners.
- Ensuring that Collective Worship takes account of the religious and educational needs of all who share in it and is rooted in Scripture and the Churches liturgical year.
- Ensuring that Collective Worship is meeting the requirements set out in the Prayer and Liturgy directory and meets requirements set out in the CSI framework.
- Ensuring all staff and learners are guided and supported in planning, leading and reviewing Collective Worship, this will be done through advice, formation and staff CPD.
- Ensuring regular contact is made with the link governor responsible for Collective Worship. Providing written reports for the governors regularly throughout the year and attending at least once a year a governor meeting to answer any questions.

Planning, recording, monitoring and evaluating

The co-ordinator will ensure that:

- There are clear and effective ways to record, monitor and evaluate Collective Worship. This will include updates from the Archdiocese and beyond.
- The co-ordinator will monitor and evaluate acts of Collective Worship giving clear records of evaluations and use them for monitoring purposes, sharing findings with the head teacher and governing body.
- Ensure they are aware of any changes to Collective Worship requirements and this is filtered down to other staff.
- Maintaining clear and personal ongoing development through wider reading and CPD.

Communication

The co-ordinator will ensure that:

- They regularly communicate to all members of the school community the significance of Collective Worship and the importance of appropriate content. This includes notifying all staff of any changes to Collective Worship requirements.
- Will liaise with and attend all Diocesan training where possible.
- Will maintain regular contact with priest chaplains and the wider diocese.
- Develop further ways to encourage all staff to share in the progress and implantation of Collective Worship, as well as the sharing of good practice.