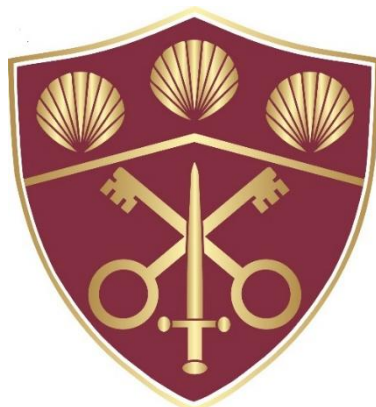


Ad Gloriam Dei et Servitium Omnium

Prayer & Liturgy Policy

The Palmer Catholic Academy

MISSION STATEMENT



Ad Gloriam Dei et Servitium Omnium

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



Adoption by Governing Body of The Palmer Catholic Academy:

Date of Implementation: November 2025

Signature of Chair of Governors:

Signature of Headteacher:

Review Date: November 2026

Prayer & Liturgy Policy

Our Mission

Each student's spiritual and moral development is central to the work of the whole academy. We promote those genuine Christian values which develop our young people into tolerant, respectful, industrious, successful and good citizens and provide the preparation for life in a modern, diverse and sometimes challenging society.

This is a modern academy with traditional values. We strive to create a harmonious and caring ethos, embracing the cultural diversity of our academy community.

The academy's mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.

Introduction

As a Catholic academy, prayer and liturgy are central to the life of the academy. Our Catholic faith influences all the work of the academy which strives to follow the gospel values of love, justice and concern for others.

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 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)).

Further guidance on the right of withdrawal from religious education and/or collective worship can be found at: <https://www.dioceseofbrentwood.net/wp-content/uploads/2020/07/Right-of-Withdrawal-from-RE-and-collective-worship.pdf>

The academy'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 academy 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.

Responsibility

- (a) Governance – The governors, as guardians of the Catholic academy's life and mission, have a responsibility to ensure that:
- prayer and liturgy are central to the Catholic life of the academy 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 academy (the Chaplain)

- the Prayer & 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 academy.

(b) Headteacher

The Headteacher, as the spiritual leader of the academy as a Catholic community, ensures that:

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

(c) The Chaplain

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the academy 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 academic 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 access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the Headteacher and Governing Body to support whole-school development and the Catholic life of the academy
- 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.

Academy Services, Prayers, Assemblies and Liturgies

The academy provides opportunities throughout the year to celebrate mass at our local parishes; SS Peter and Paul's Roman Catholic Church in Ilford and St Cedd's Roman Catholic Church in Seven Kings. Whole school masses and liturgies take place to mark important festivals and dates in the academy calendar, e.g. Christmas and Easter.

- Mass – takes place in both SS Peter and Paul's RC Church and St Cedd's RC Church to celebrate key events in the liturgical calendar. All students are invited to attend to celebrate the Eucharist as a part of our distinctive nature as a Catholic academy. Mass is also celebrated every Friday morning at 8:20am in the academy chapel. Staff and students come together as one community offering God our work and asking for His blessing at the end of each week.

- Prayer – each lesson begins with the academy prayer to make Christ the centre of students' learning. Students can use this time to offer any special intentions. The academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.
- A staff Mass takes place on the first day of the academic year and on special occasions. Staff pray together once a week, and occasional services have also been held e.g. for bereavement

ACADEMY PRAYER

Lord, make me a better person. More considerate towards others; More honest with myself, More faithful to you. Make me generous enough to want Sincerely to do your will Whatever it may be. Help me find my true vocation in life, and grant that through it I may find happiness myself, and bring happiness to others. We ask this through Christ our Lord.

- Reconciliation – during the seasons of Advent and Lent, our students are given the opportunity to celebrate in the sacrament of reconciliation with priests from local parishes who visit the academy.
- Assemblies – we develop our spirituality through coming together in our assemblies. These are presented by a variety of staff with a distinct message to enhance students academically, personally and spiritually.

Assembly Days	
Monday	Year 11
Tuesday	Year 10
Wednesday	Year 9 and Year 12 (week 1) and Year 13 (week 2)
Thursday	Year 8
Friday	Year 7

- Prayer Garden – students are welcome to use our prayer garden throughout the day. This can be found behind Palmer playground.
- Our Chapel – the chapel is open each day for staff and students to spend time to reflect and pray in a safe and quiet environment. The celebration of mass takes place each Friday morning in the chapel. Staff and students can come to the chapel and celebrate faith with the Chaplain at the following times:

Chapel Events	
Monday	Prayer (breaktime); Rosary Club (lunchtime)
Tuesday	Staff Morning Prayer (8.20am)
Wednesday	Mindfulness (breaktime)
Thursday	Adoration (lunchtime)
Friday	Weekly Mass (8.20am); Prayer (breaktime)

Liturgical Calendar 2025-2026

Our liturgical calendar is well planned for the year ahead and is linked to the Church's seasons and significant dates.

DATE	DAY	EVENT	YEAR GROUP
01/09/2025	Monday	Staff Inset – In house	All Staff
08/01/2025 <i>Feast</i>	Monday	Birthday of the Blessed Virgin Mary	All
09/09/2025	Tuesday	Year 7 Saint Carlo Acutis – Chapel Form Time	7

10/09/2025	Wednesday	Year 7 Saint Josephine Bakhita – Chapel Form Time	7
11/09/2025	Thursday	Year 7 Saint John Bosco – Chapel Form Time	7
12/09/2025	Friday	Year 7 Saint John Paul II – Chapel Form Time	7
15/09/2025	Monday	Year 7 Saint Oscar Romero – Chapel Form Time	7
16/09/2024	Tuesday	Year 7 Saint Bernadette Soubirous – Chapel Form Time	7
16/09/2024	Tuesday	Good Shepherd Catholic Trust Mass – SS Peter and Paul’s RC Church @ 4pm.	All Staff Invited
19/09/2025	Friday	Years 7 and 12 Welcome Mass – SS Peter and Paul’s RC Church @ 14:00	7 & 12
24/09/2025 <i>Feast</i>	Wednesday	Our Lady of Walsingham	All
26/09/2025	Friday	Academic Mass – St Cedd’s RC Church AM – Year 10-11 & 13 @ 8:50 PM – Year 8-9 @ 14:00	8-11 & 13
30/09/2025 <i>Saint Jerome</i>	Tuesday	Commissioning Service - Palmer hall @ 14:00	7-13
02/10/2025 <i>Holy Guardian Angels</i>	Thursday	Diocesan Jubilee Youth Mass at Brentwood Cathedral @ 6.30pm	7-13
07/10/2025 <i>Our Lady of the Rosary</i>	Tuesday	Rosary in Chapel – Lunch time	All Invited
12/10/2025 <i>St Carlo Acutis Form Saint</i>	Sun	Saint Carlo Acutis – Forms Feast day (Presentations by each form group at Assembly for the week beginning: Monday, 13/10/2025)	All Saint Carlo Acutis Forms (7-13)
15/10/2025	Wednesday	Years 10, 11 & 13 Retreat (In house) – Rise Theatre	10, 11 & 13
22/10/2025 <i>St Pope John Paul II Form Saint</i>	Wednesday	Saint John Paul II – Forms Feast day (Presentations by each form group at Assembly for the week beginning: Monday, 20/10/2025)	All St John Paull II Forms (7-13)
27-31/10/2025		HALF TERM	All
3/11/2025	Monday	All Souls	All
11/11/2025	Tuesday	Remembrance Day	All
24/11/2025	Monday ff	Season of Advent Preparation/Reconciliation/	7-13

		Christmas Hamper Appeal	
28/11/2025	Friday	Staff Inset	All Staff
Advent Season 01/12/2025	Monday ff	Reconciliation in RE lessons – Chapel Season of Advent	7-13
08/12/25 <i>Immaculate Conception – (Solemnity)</i>	Monday	Immaculate Conception – Solemnity	ALL
10/12/2025	Wednesday	Academy Jubilee Pledge day	TBC
12/12/2025	Friday	Christmas Jumper Appeal	All
16/12/2025	Tuesday	Carol Concert – Palmer Hall – 18:00-19:30	All
17/12/2025	Wednesday	Christmas Liturgy Years 7 & 9 Period 1 Years 8 & 11 Period 2 Years 10,12 & 13 Period 3	7-13
22/12/2025 to 02/01/2026		CHRISTMAS HOLIDAY	
05/01/2026	Monday	STAFF INSET	All Staff
06/01/2026 <i>Solemnity</i>	Tuesday	The Epiphany of the Lord	All
14-15/01/2026	Wednesday/ Thursday	Year 7 Saint Carlo Acutis – Overnight Retreat	7
15-16/01/25	Thursday/ Friday	Year 7 Saint Josephine Bakhita – Overnight Retreat	7
21-22/01/2026	Wednesday/ Thursday	Year 7 Saint John Bosco – Overnight Retreat	7
22-23/01/2026	Thursday/ Friday	Year 7 Saint John Paul II – Overnight Retreat	7
28-29/01/2026	Wednesday/ Thursday	Year 7 Saint Oscar Romero – Overnight Retreat	7
29-30/01/2026	Thursday/ Friday	Year 7 Saint Bernadette Soubirous – Overnight Retreat	7
31/01/2026 <i>St John Bosco Form Saint</i>	Sat	Saint John Bosco – Forms Feast day <i>(Presentations by each form group at Assembly for the week beginning: Monday, 02/02/2026)</i>	<i>All St John Bosco Forms (7-13)</i>
02/02/2026 <i>(Feast)</i>	Monday	The Presentation of the Lord – Candle Mass	All

08/02/2026 <i>St Josephine Bakhita Form Saint</i>	Sun	Saint Josephine Bakhita – Forms Feast day (Presentations by each form group at Assembly for the week beginning: Monday, 09/02/2026)	<i>All St Josephine Bakhita Forms (7-13)</i>
13/02/2026	Friday	Joint Staff Inset with MAT Primary Schools	All Staff
16/02/2026	Monday	FEBRUARY HALF TERM	20/02/2026
18/02/2026 <i>Ash Wednesday</i>	Wednesday	Half term break – Students to attend at local Parishes	ALL
23/02/2026	Monday ff	Season of Lent/Reconciliation Preparation	7-13
02/03/2026	Monday ff	Reconciliation in RE lessons – Chapel Season of Lent	7-13
16/03/2026	Monday ff	Lent Fast Day – Fundraiser – CAFOD/SVP	7-13
17/03/2026 <i>Feast</i>	Tuesday	Saint Patrick – Missionary (Share slides)	All
19/03/2026 <i>St Joseph, (Solemnity)</i>	Thursday	St Joseph, Husband of the Blessed Virgin Mary (Solemnity) – Shared slides in forms	All
24/03/2026 <i>St Oscar Romero Form Saint</i>	Tuesday	Saint Oscar Romero – Forms Feast day (Presentations by each form group at Assembly for the week beginning: Monday, 23/03/2026)	<i>All St Saint Oscar Romero Forms (7-13)</i>
25/03/2026 <i>(Solemnity)</i>	Wednesday	The Annunciation of the Lord – Shared slides in forms	All
26/03/2026	Thursday	Easter Liturgy – Palmer Hall – SVP & CAFOD Student Leaders	7-13
30/03/2026 to 10/04/2026	Monday	EASTER HOLIDAY	5 th April – Easter Sunday
16/04/2026 <i>St Bernadette Form Saint</i>	Thursday	Saint Bernadette Soubirous – Forms Feast day (Presentations by each form group at Assembly for the week beginning: Monday, 13/04/2026)	<i>St Bernadette Soubirous Forms (7 – 13)</i>
05/05/2026	Monday	May devotion – Rosary in school chapel	All
19/05/2026	Tuesday	Year 8 Retreat – Aylesford Priory Whole Year Group – 2 Forms per day.	8
20/05/2026	Wednesday	Year 8 Retreat – Aylesford Priory Whole Year Group – 2 Forms per day.	8
21/05/2026	Thursday	Year 8 Retreat – Aylesford Priory Whole Year Group – 2 Forms per day.	8
22/05/2026	Friday	Birthday of Canon Patrick Palmer – Young Leaders’ visit to Canon Palmer’s grave side.	CAFOD/SVP

25/05/2026	Monday	MAY HALF TERM	29/05/2026
June		Pilgrimage to Rome (TBC)	7-10
12/06/2026 <i>Sacred Heart of Jesus (Solemnity)</i>	Friday	Most Sacred Heart of Jesus – Mass in academy chapel	All Invited
15/06/2026	Tuesday	Year 9 Retreat – Wintershall	9
24/06/2026 <i>Nativity of John the Baptist (Solemnity)</i>	Wednesday	Nativity of John the Baptist – Shared slides in form	All
20/07/2026	Monday	Staff Inset	All Staff

Chaplaincy

The academy chapel is the heartbeat of the academy, as it is the centre where our faith is celebrated, where everything we do springs from, for the glory of God and service of all.

At the academy we promote and care for the spiritual and holistic formation of both staff and students, serving Christ in all.

- We offer opportunities of prayer both for staff and students. Students are encouraged and supported to participate in the sacramental life of the Church.
- Through regular celebration of the sacraments, especially Eucharistic sacrifice and sacrament of reconciliation (Advent and Lent).
- Celebration of the holy Mass, adoration of the Blessed Sacrament and praying of the Rosary. Students and staff are invited to weekly mass every Friday at 8.20am, in the academy chapel.
- Observation and celebration of Solemnities and Holy days of obligation.
- Form/House Patron Saints feast day celebration.
- Staff have weekly morning prayer, termly retreat and liturgies to promote their spiritual life and well-being.

To promote the fundamental values of our faith, and encourage students' active participation, the academy chaplaincy team includes the following roles:

- Chaplaincy lead – A role model through regular participation, collaboration with the chaplain to oversee the liturgical preparations and organisation; and to assist younger students.
- Altar Servers – Responsible for helping the priests at the weekly Masses and holy days of obligation, as well as other academy celebrations.
- Lectors – Responsible for reading at Masses and other celebrations
- Chapel prefects – Responsible for ensuring that the rules of the chapel/church, like silence are observed, allowing people to pray well; helping to give out sheets during services etc.
- Academy choir – Responsible for preparing and singing during our liturgical worship and other services.

Other Groups are:

- Liturgy Leaders – (2 from each form group) Lead in prayer during form time and give out notices from the chaplain.
- CAFOD Young Leaders – Committed Sixth form students

Pilgrimage

Since 2012, we have hosted an annual Pilgrimage abroad available for our staff and students. This very special trip is very important to our academy and adds to the faith development of our students and staff.

Student Retreats

Retreat Days and Pilgrimage

Every year group is offered a special Retreat day annually. This could be as a whole year group or in form classes. Here is our Retreat programme:

- Year 7 – Overnight retreat to Walsingham House
- Year 8 – Aylesford Priory, Kent
- Year 9 – Wintershall, The life of Christ
- Year 10 – In-house activities and guest speakers
- Year 11 – In-house activities and guest speakers
- Sixth Form – In-house activities and guest speakers

Academy Staff Retreats

Our academy staff are offered a Retreat day annually. We have visited Aylesford Priory, where we enjoyed each other's company, celebrated Mass together and gathered for lunch. In previous years we have hosted guest speakers and offered a variety of sessions to further strengthen our journey together.

Training

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 academy. 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.

Monitoring and Evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

Review

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

Useful links

<https://www.gov.uk/government/publications/collective-worship-in-schools>

<https://www.catholiceducation.org.uk/schools/religious-education/item/1003584-collectiveworship>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/281929/Collective_worship_in_schools.pdf