



Prayer and Liturgy Policy

Person Responsible:	N McKenna CGS
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Thornleigh Salesian College

Prayer and Liturgy Policy

Mission Statement

Thornleigh Salesian College is a community rooted in faith in Jesus where all are valued, loved and cherished, so they can aspire for academic excellence, in an atmosphere of compassion and forgiveness which seeks to reach out in service and gratitude.

Rooted in Faith

The aim of our prayer and liturgy policy and practice are

- To make spiritual experience meaningful, inclusive and accessible for all members of our school community
- To reflect the traditions of the Catholic Church and our Salesian charism
- To allow students and staff opportunities to reflect on the mission of our school
- To provide opportunities for individual reflection, spiritual growth and experiences of the transcendent and divine

Our prayer and liturgy experiences are delivered within the context of our unique Salesian charism. Our Salesian values of Respect, Understanding, Affection and Humour permeate our approach.

We seek to ensure that experiences of prayer and worship are relevant for our students and where possible and appropriate, are co-constructed with students and are student-led.

Our prayer and liturgy structure is based on the liturgical year and where possible and appropriate links to other key events in the year such as Refugee Week, Earth Day, and Remembrance.

Roles and Responsibilities

Form Tutors are expected to:

Ensure that every school day begins with an opportunity for prayer and reflection during form time.

Make use of the resources provided by the Chaplain to support prayer and reflection.

Take ownership of the resources provided, reviewing and adapting them to meet the needs of the pupils.

Create an atmosphere conducive to prayer, giving time for reflection.

Foster and facilitate meaningful and active engagement and participation in prayer and liturgy by the pupils.

Give pupils responsibility for preparing and leading opportunities for prayer and reflection, including during assemblies, and support pupils in doing so.

Fully support and emphasise to pupils all local, national and global fundraising opportunities, and in doing so fostering a spirit of generosity and compassion.

Model respectful and meaningful engagement in prayer and liturgy during all interactions with pupils, for example during assemblies.

Work in partnership with home, primary partners, parish and diocesan communities.

Pastoral Leaders are expected to:

Actively promote and celebrate the Catholic life and Salesian values of the school with all pupils.

Support form tutors in providing pupils with daily opportunities for prayer and reflection.

Prepare and lead regular assemblies which centre around the gospel values.

Give pupils responsibility for preparing and leading opportunities for prayer and reflection, including during assemblies, and support pupils in doing so.

Ensure that the achievements of individuals and groups are regularly celebrated in these assemblies, notices and announcements to allow explicit reflection on God Given gifts and talents.

Model respectful and meaningful engagement in prayer and liturgy during all interactions with pupils, for example during assemblies.

Monitor the quality of prayer and liturgy within form time alongside the year group SLT link.

Work in partnership with home, primary partners, parish and diocesan communities.

The Chaplain is expected to:

Actively promote and celebrate the Catholic life and Salesian values of the school with all pupils, staff and stakeholders.

Support form tutors in providing pupils with daily opportunities for prayer and reflection.

Prepare and provide resources to support the wider staff body in leading prayer and liturgy.

Prepare and lead regular assemblies which centre around the gospel values.

Give pupils responsibility for preparing and leading opportunities for prayer and reflection, including during assemblies, and support pupils in doing so.

Model respectful and meaningful engagement in prayer and liturgy during all interactions with pupils, for example during assemblies.

Monitor the quality of prayer and liturgy within form time alongside the Behaviour and culture

Work in partnership with home, primary partners, parish and diocesan communities.

Develop suitable activities to mark and celebrate the major feasts and seasons of the Church.

Ensure that school environments and displays reflect the schools' Catholic Christian identity.

The Senior Leadership Team are expected to:

Actively promote and celebrate the Catholic life and Salesian values of the school with all pupils.

Model respectful and meaningful engagement in prayer and liturgy during all interactions with pupils, for example during assemblies.

Create an atmosphere conducive to prayer, giving time for reflection.

Foster and facilitate meaningful and active engagement and participation in prayer and liturgy by the pupils.

Regularly monitor and evaluate the quality of prayer and liturgy and strategically plan for its continued development.

Support Pastoral Leaders and other staff in the implementation of this policy providing training as required.

Governors are expected to:

Monitor the implementation of this policy through link governor meetings with the Headteacher and Lead Staff.

Discuss the Catholic Life and Salesian values of the school and prayer and liturgy as a standing item at Governing Board meetings

Attend whole school acts of prayer and liturgy where possible.

Opportunities for Collective Worship

We provide numerous and varied opportunities for collective worship within our community.

Tutor Time

Each day begins with a tutor period. At this time all students will say the school prayer. Form tutors will also invite students to submit their own intentions for the form to pray for.

Each Friday during the afternoon registration form will have the opportunity for a longer reflection that will be focussed on either the theme of the week or a special intention.

The school chaplain supports form tutors by providing appropriate materials and resources for these sessions.

Weekly Assemblies

Each year group has a weekly assembly in the Chapel. These assemblies are prepared and led by tutor groups, departments, student leadership teams, year teams and senior leaders along with external visitors. They are supported by the year leaders, the SLT and the Chaplaincy team. All chapel assemblies begin with a reading from Scripture and end with the school prayer.

Weekly Mass

Each week mass is celebrated on a Thursday lunch time and a Wednesday morning before school. The Thursday mass is for form groups and all students in the school get the opportunity to lead and participate in this celebration. Mass is also celebrated on key Salesian feast days along with Holy Days of Obligation.

Reconciliation

All students in KS3 and KS4 are prepared for the sacrament of reconciliation either during Advent or Lent. The sacrament of reconciliation is available on request throughout the year for staff and students.

Confirmation

The school works alongside the partner parishes to prepare students in Year 8 or above for the Sacrament of Confirmation. Catechists from the parishes work alongside school staff on this preparation programme.

Liturgical Celebrations

There are whole school liturgical celebrations at key times in the school year including

- Start of the school year
- Christmas
- Don Bosco Day
- Mission Week
- Easter
- Remembrance
- Ash Wednesday
- End of the School Year

Staff Prayer

Staff are encouraged to lead and participate in collective worship. The school year begins with a staff Mass. Each week staff across the school lead a staff reflection in the Chapel briefing. Staff meetings begin with the school prayer.

Wider Opportunities

There are wider opportunities for the development of the spiritual life of the community. These include

- Community Masses
- Retreat days for all Year 7 students
- Residential retreat programme to Savio House for Year 7-9
- Opportunities to attend Youth Events such as Flame
- Opportunities to be Chaplaincy/Liturgy Leaders
- Participation in Parish Events
- Staff Mission Goals and Accompaniment programme
- Salesian Ministry

- CPD pathways

Environment

Every opportunity should be taken to display the distinctive Catholic and Salesian nature of the school throughout the building.

The school chapel is designated a sacred space and is a place all can go to celebrate and participate in acts of worship. Its situation in the centre of school identifies the chapel as central to prayer life within the daily life of the school.

The Planning, Content and Delivery of Prayer and Liturgy

The Chaplain has overall responsibility for the planning of prayer and liturgy across the school, including the provision of suitable resources to support prayer and liturgy. Weekly themes linked directly to the liturgical year and to scripture are in place, around which all acts of prayer and liturgy centre.

There is a meaningful opportunity for prayer and liturgy at the start of every school day, when the School Prayer is said by all during registration.

Form-led assemblies follow the format of 'Gather, Listen, Connect, Respond'.

Gather – foster an atmosphere of stillness in which prayer can take place. Gather pupils together to participate in the Sign of the Cross and choral reading of the School prayer.
Listen - Introduce the weekly theme explicitly linked to the liturgical year and to scripture. Expand upon and explore this theme and relate the theme to an aspect of Catholic teaching.
Connect – Relate the theme to pupils' daily lives in the modern world.
Respond - Include opportunities for pupils to actively respond to and engage with the theme/focus.
Finish with a closing prayer and end with the Sign of the Cross and 'Saint John Bosco ...Pray For Us'.

Pupils are invited to actively participate in and lead acts of prayer and liturgy. They are encouraged to be active participants in prayer and liturgy in a variety of ways, including asking for their own personal intentions to be remembered, for example, praying for a sick relative, or for success for the whole classes exams approach. They might be encouraged to research or read a reflection or may bring in a personal item that is important to them as a stimulus for the act of prayer and liturgy.

Guidance for staff

In order to help prayer and liturgy at Thornleigh Salesian College to be as inclusive and as meaningful as possible, staff themselves are invited to consider a number of questions, amongst them:

- Do I create an atmosphere of stillness in which prayer can take place?

- Do I ever pray for my pupils before praying with them?
- Do I share myself/my story with my pupils?
- Is my attitude to leading prayer conducive to meaningful reflection?

Staff Training and CPD

The main points of contact for staff seeking support in leading and facilitating prayer and liturgy are:

- The Chaplain (Fr Saju John)
- The Second in RE and Lead for Catholic Life (Dan Antonio)
- The Subject Leader for Religious Education (Hannah Dallas)

These staff seek to provide ongoing support to colleagues. In addition, CPD time dedicated to prayer and liturgy has been identified and prayer and liturgy also forms a central part of the induction programme for new staff.

Monitoring and Evaluation

The monitoring and evaluation of the quality of prayer and liturgy at Thornleigh Salesian College is high priority and ongoing and takes the form of:

- Regular ongoing quality assurance of the delivery of prayer and liturgy by school
- Pupil, staff and parent voice
- Regular line management meetings
- Link governance visits

Evaluation Criteria

In evaluating the quality of prayer and liturgy across the school, the following questions are considered:

- Is there evidence that enough is being done to make staff aware of the weekly theme?
- Is there evidence that the support materials/resources provided are helpful for staff?
- Is there evidence that the support materials/resources provided are helpful for pupils, both in terms of their accessibility and allowing them to be active participants in worship rather than just passive recipients?
- Are there examples of staff or pupils using their own resources to lead prayer in relation to the weekly theme?
- Does the response of pupils to collective worship suggest that it is something which forms part of their normal daily routine in registration?

Annual Plan of Provision 2024-25

Thornleigh Salesian College - Prayer & Liturgy Annual Plan of Provision 2024-25									
September			October			November			
2nd	Liturgy	Staff INSET Liturgy	1st	Mass	Formation Group Mass - Theta (Theresa)		Devotion	Book of Remembrance available in the chapel to record names of the deceased throughout November	
3rd	Mass	Staff Mass for the Start of the School Year	4th	Liturgy	Blessing of the St Francis Garden	11th	Mass	Remembrance Sunday Mass (Caterians)	
4th-5th	Liturgy	Student Welcome Liturgies	11th	Mass	Formation Group Mass - Alpha (Aoula)	12th	Mass	Formation Group Mass - Zeta (Zabi)	
Collective Worship themes this month:	Growing Together, RUAH & Salesian Family, School Values - Compassion, Forgiveness, Service, Gratitude, Season of Creation (St Francis of Assisi 4th Oct)		24th	Mass	Mass of Welcome for New Students, Staff and their Families	Collective Worship themes this month:	Holiness - Carlo Acutis (Diwali Festival 1st Nov), Remembrance Week, Pilgrims of Hope (Dublee), Leadership		
Formation:	Staff are introduced to new music to be used in Masses and Liturgies throughout the year. These include: Our God is Here, Jesus Be The Centre, At the Table		Collective Worship themes this month:	The Rosary, Service - Mission Sunday (20th), Charity - Charity Launch		Formation:			
			Formation:	Liturgical choir rehearsals begin; Student Leadership Team will be commissioned during the Mass of Welcome.					
December			January			February			
	Sacrament	Sacrament of Reconciliation (liturgies for Y1Q/11 RE classes)	9th	Mass	Formation Group Mass - Delta (Devenus)	7th	Mass	Formation Group Mass - Beta (Bakhta)	
9th	Mass	Solemnity of the Immaculate Conception	22nd	Mass	Formation Group Mass - Lambda (Laurie)				
16th	Liturgy	BOSCEP Carol Service	24th	Mass	Feast of St Francis de Sales, Patron of the Salesian Congregation				
19th-20th	Liturgy	Advent Liturgies	Wb 27th	Liturgy	Mission Week (Launch Liturgies, Adoration of the Blessed Sacrament, Feast day Liturgies)				
18th	Liturgy	Christmas Carol Service	29th	Mass	Staff Mass for the Solemnity of St John Bosco, Patron and Founder of the Salesian Congregation				
Collective Worship themes this month:	Advent 1 (Immaculate Conception 8th), Advent 2, Advent Liturgies		Collective Worship themes this month:	Epiphany, Baptism of the Lord, Centenary Launch, Mission Week - St John Bosco (31st)		Collective Worship themes this month:	Vocations, Lent Appeal (Ramadan Month Begins 10th), Compassion		
Formation:			Formation:			Formation:			
March			April			May			
5th	Liturgy Mass	Ash Wednesday - Liturgies with distribution of ashes Mass for Ash Wednesday	Wb 21st	Liturgy	Easter Liturgies		Devotion	Rosary - recited in Chaplaincy each Thursday morning during May, 8:15am	
	Devotion	Stations of the Cross - recited in Chapel each Thursday morning during Lent, 8:15am				8th	Mass	Formation Group Mass - Sigma (Savio)	
24th	Mass	Formation Group Mass - Omega (Oscar)				23rd	Mass Liturgy	Solemnity of Mary Help of Christians, Patroness of the Salesian Family	
25th	Mass	Feast of the Annunciation of the Lord				29th	Mass	Solemnity of the Annunciation of the Lord (Holy Day of Obligation)	
27th	Sacrament	Community Reconciliation Service (24 Hours for the Lord)							
31st	Liturgy	Lent Liturgies							
	Sacrament	Sacrament of Reconciliation (liturgies for Y7/9 RE classes)							
Collective Worship themes this month:	Ash Wednesday (5th), Fasting, Giving, Prayer, Lent Liturgies		Collective Worship themes this month:	Easter, Laudato Si		Collective Worship themes this month:	Dominic Savio (6th), Diversity (21st), Mary Help of Christians (24th)		
Formation:			Formation:			Formation:			
June			July			Ongoing Prayer & Liturgy			
27th	Mass	Feast of the Sacred Heart of Jesus	7th	Mass	Formation Group Masses - Gamma (Gorell)	Weekly Exposition of the Blessed Sacrament (Monday, 8:15am); Staff Briefing reflections; Friday Sacred Time; Daily School Prayer; Weekly Community Mass (Weds 8:00am);			
	Sacrament	Sacrament of Reconciliation (liturgies for Y8 RE classes)	15th	Mass	Formation Group Masses - Kappa (Kolbe)				
TBC	Sacrament	Sacrament of Confirmation - Year 8 students and partner parishes	Wb 14th	Liturgy	Year Group Celebration Assemblies				
			TBC	Liturgy	Whole School End of Year Liturgy				
Collective Worship themes this month:	Inclusivity (Eid-al Adha 6th), Pentecost, Refugee Week, Eucharist, Peter and Paul		Collective Worship themes this month:	Growing Together, Achievement Assemblies					
Formation:			Formation:						

[Copy of Thornleigh Salesian College - Prayer & Liturgy Annual Plan of Provision \(working document\)](#)