

PRAYER AND LITURGY POLICY



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘Begin Here, Go Anywhere’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

PRAYER AND LITURGY POLICY

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| Author: F Daw/ J Rainer | Receiver: Teaching staff and governors |
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1. Context

- 1.1. At Ratcliffe College (referred to as the College in this document) we are informed by our Roman Catholic Rosminian ethos in all that we do.
- 1.2. In *Maxims of Christian Perfection* our founder, Blessed Antonio Rosmini, guides our lived faith as missionary disciples. We are particularly mindful that "All...are called to perfection, no matter what their state or condition may be... The perfection of the Gospel consists in the fulfilment of the two commandments of love, of God and of neighbour."
- 1.3. We agree with Bishop Marcus Stock that "The celebration of Catholic liturgies and prayers [are] an integral part of the learning and teaching [that] should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life."¹
- 1.4. This policy has been developed according to the guidance of the Bishops' Conference of England and Wales in [*To love You more dearly: The Prayer and Liturgy Direction for Catholic Schools, Academics and Colleges in England and Wales.*](#)
- 1.5. This policy is intended as an accessible reference point for colleagues preparing prayer and liturgy. Colleagues can consult Fr President, the Lay Chaplain or *To love You more dearly* for further specific guidance.

2. Statement of requirement

- 2.1. As an independent school, Ratcliffe College is not bound by the requirements of Section 60 of the Education Act 1988 to provide an act of daily collective worship (prayer and liturgy).
- 2.2. Nonetheless, the College recognises the guidance of the Bishops' Conference of England and Wales that "In all Catholic schools, prayer and liturgy are integral to the spiritual life of the school and to pupil' moral and spiritual development...They are integral to the Catholic identity and life of the school, and they would take place in all Catholic schools, whether or not schools were required by statute to provide collective worship."²
- 2.3. The College's provision for prayer and liturgy will fulfil pupils' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the College will be familiar.
- 2.4. Prayer and liturgy are not designated curriculum time. In the context of Ratcliffe College, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

3. Responsibility

- 3.1. **Governance**

¹ Marcus Stock (2012), *Christ at the Centre*, Catholic Truth Society, p. 23.

² *To love you more dearly: The Prayer and Liturgy Direction for Catholic Schools, Academics and Colleges in England and Wales* (2023), Catholic Education Service. p. 16

3.1.1. The governors, as guardians of the College's Catholic life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the College and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is a named person(s) who is responsible for prayer and liturgy in the school, as a Prayer and Liturgy Coordinator. At Ratcliffe College, this is the Lay Chaplain.
- the prayer and liturgy policy is updated regularly and shared with all stakeholders
- there is a budget for prayer and liturgy that reflects its centrality to the life of Ratcliffe College as a Catholic Rosminian school.

3.2. Headmaster

3.2.1. The Headmaster, as the spiritual leader of the College as a Catholic community, ensures that:

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

3.2.2. With regard to the Preparatory School, the Headmaster delegates day-to-day responsibility for the above to the Headteacher of the Preparatory school.

3.3. Lay Chaplain

3.3.1. At Ratcliffe College, this role fulfils the responsibilities of the Prayer and Liturgy Coordinator as outlined in *To love You more dearly*. The Lay Chaplain ensures that:

- prayer and liturgy are central to the Catholic life of the College 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 pupils, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, and delivery of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and readily available to staff and pupils
- induction on prayer and liturgy takes place for new members of staff as required
- staff have access to effective training and formation opportunities

- monitoring and evaluation of prayer and liturgy take place regularly and 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 College.
- 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

4.1. Preparatory School

4.1.1. Regular pattern of prayer and liturgy

| Prayer/Liturgy | Time | Regularity |
|---|-------------------------|--------------------------------------|
| Morning Prayer & Invocation to Bl. Antonio Rosmini | Registration/Tutor time | Daily |
| Grace before meals & Invocation to Bl. Antonio Rosmini | Period 3 | Daily |
| End of Day prayer & Invocation to Bl. Antonio Rosmini | Period 5/6 | Daily |
| Headteacher/ Caritas Celebration of the Word | Before School 8.40 | Weekly |
| Hymn Practise | Before School 8.40 | Weekly |
| Class Celebration of the Word | Wednesday Period 1 | Annually for each class, held weekly |
| Year 5 Retreat to Alton Castle | Autumn term | Annually |

4.1.2. Celebration of Mass

| Mass | Regularity |
|--|---|
| Boarding and Community Sunday Mass, including the annual celebrations of the Sacraments of First Holy Communion and Confirmation. | Weekly (First Holy Communion and Confirmation both Summer Term) |
| Holy Days of Obligation - Whole School | As required |
| Feast of the Immaculate Conception - Whole School | 8 th December, or closest date |
| Ash Wednesday - Whole School | Ash Wednesday, if in term time |
| Feast of Blessed Antonio Rosmini - Period 1 | Usually celebrated with Feast of St Peter and St Paul, or the 1 st July, or the penultimate Friday of the Summer Term. |
| Class Mass | All classes have the opportunity to celebrate mass once per year. |
| Year 6 Leavers' Mass | Annually |

4.1.3. Sacrament of Reconciliation

- ##### 4.1.3.1.
- Opportunities for individual confession and absolution are always available to students through Fr President, but there are opportunities for individual confession offered during Advent and Lent.

4.1.4. Special liturgies

| Liturgy | Regularity |
|--|------------|
| Commissioning of New Academic Staff | Annually |
| Easter Liturgy | Annually |
| Christingle (Prep) | Annually |
| Harvest (Prep) | Annually |

4.2. Senior School

4.2.1. Regular pattern of prayer and liturgy

| Prayer/Liturgy | Time | Regularity |
|--|--|--|
| Prayer to start the day | Registration/Tutor time | Daily |
| Grace | Period 4 | Daily |
| Prayer to end the day | Period 6 | Daily |
| Angelus bell rung | Noon and 6pm | Daily |
| Litany to Blessed Antonio Rosmini | i. Registration/Tutor time ii. Headmaster's Assembly iii. Year Group Assemblies iv. Friday Whole School Celebration of the Word | i. Daily ii. Weekly iii. Fortnightly iv. Weekly |
| Boarders' Night Prayer | 7.50pm | Tuesday and Thursday weekly |
| School Prayer | i. Headmaster's Assembly ii. Year Group Assemblies iii. Friday Whole School Celebration of the Word | i. Weekly ii. Fortnightly iii. Weekly |
| House Prayer | House Assembly | Fortnightly |
| Hymn Practice | Friday Whole School Celebration of the Word | Half-termly |

4.2.2. Celebration of Mass

| Mass | Time | Regularity |
|--|---|---|
| Start of Year Staff Mass | Thursday of INSET | Autumn Term INSET |
| Boarding and Community Sunday Mass, including the annual celebrations of the Sacraments of First Holy Communion and Confirmation. | 10.30am (Saturday Vigil Mass once per half-term, see School Calendar) | Weekly (First Holy Communion and Confirmation both Summer Term) |
| Holy Days of Obligation – Whole School | Period 1 | As required |
| Founders' and Benefactors' Mass – Whole School | Period 1 | First Friday of term in September |

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| Feast of the Immaculate Conception – Whole School | Period 1 | 8 th December, or closest date |
| Feast of the Epiphany – Whole School | Period 1 | 6 th January, if in term time |
| Ash Wednesday – Whole School | Period 1 | Ash Wednesday, if in term time |
| Feast of Blessed Antonio Rosmini – Whole School | Period 1 | Usually celebrated with Feast of St Peter and St Paul, or the 1 st July, or the penultimate Friday of the Summer Term. |
| Class Mass | RS lesson | Annually |
| Tutor Group Mass | Tutor Time | Annually |
| Sixth Form Welcome Mass for Parents and Students | After school | Annually, second Friday of the Autumn term |
| Year 13 Leavers' Mass | Period 6 | Annually, final day of school before Study Leave begins |

4.2.3. Sacrament of Reconciliation

4.2.3.1. Opportunities for individual confession and absolution are always available to students through Fr President, but there are opportunities for individual confession offered during Advent, Lent and on Exhibition Day in June.

4.2.3.2. A Whole School Liturgy of Reconciliation is held on the first Friday of Lent, or the first Friday after half-term if Lent begins outside of the school term.

4.2.4. Special liturgies

| Liturgy | Regularity |
|--|--|
| Commissioning of New Academic Staff | Annually, second Friday of the Autumn Term during Celebration of the Word |
| Blessing of Boys' Boarding Rooms | Annually, Autumn Term |
| Blessing of Girls' Boarding Rooms | Annually, Autumn Term |
| Blessing of the Graves | Annually |
| Year 7 Retreat to The Briars | Annually, Autumn Term |
| Remembrance Service | Annually, 11 th November or preceding Friday if a weekend |
| Advent Service | Final Friday of Autumn Term |
| Easter Service | Final Thursday of Spring Term |
| Corpus Christi procession | Annually, during Year 7 RS lessons on or close to the Thursday after Trinity Sunday. |
| Year 8 Retreat to Alton Castle | Annually, Summer Term |
| Year 12 students joining HCPT Pilgrimage to Lourdes | Annually, Summer Holiday |

5. Resourcing

5.1. Prayer and liturgy are central to the College's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy.

- 5.2. The Catholic character of the College is reflected in religious artefacts and images on display throughout the building, most prominently the bust of our founder, Blessed Antonio Rosmini, in our Senior School Main Reception and the centrality of the Chapel of the Immaculate Conception at the heart of our campus.
- 5.3. Our dedicated spaces for prayer and liturgy will be furnished and maintained to befit their status and centrality within our College's understanding of itself as a Catholic school, and these will be updated to reflect the Church's liturgical seasons.
- 5.4. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the College.

6. Training and formation

- 6.1. 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 College.
- 6.2. Any individual training needs will be identified and addressed through training and formation.
- 6.3. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

7. Monitoring and evaluation

- 7.1. Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors.
- 7.2. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

8. Review

- 8.1. The policy will be reviewed annually.