

**St Gregory's Catholic Middle School**



# **CHAPLAINCY/ COLLECTIVE WORSHIP POLICY**

Reviewed by School

On 1<sup>st</sup> July 2015

Next due for review on 30<sup>th</sup> June 2016

This Policy is:

**STATUTORY**

*"Living, learning and growing together, with Jesus"*

# **St Gregory's Catholic Middle School**

## **Chaplaincy Policy**

### **Philosophy**

In the light of the school's mission statement we see worship as the acknowledgement of and response to the presence of God within us and in our midst as a community. They are formalized in liturgy, which is the collective work of the people. The facilitation of liturgy in both basic and more complex form is the collective work of the wider Chaplaincy Team. It is a cause for celebration in our school.

### **Purpose**

The aim of worship in our school is to acknowledge the presence of God and to seek creative ways for staff and pupils to individually and collectively respond to the Spirit of God in our lives. Worship issues a challenge to all of us to reflect, respond and to grow. Our aim is to provide dynamic liturgy, which challenges all members of our community so that the spirit of God can speak through the power of scripture, music and especially silence. Prayer is integral to all we do in school; it is woven into the fabric of this Christian Community on a daily basis.

### **People**

The core team consists of:-

Frances Topa, Head teacher

Mechelle Duggan, Head of RE

Mary Armitage, Chaplaincy Co-ordinator

Aoife Smyth, SENCO

Graham Millie, Head of PE

### **Clergy**

Fr Jonathan Hill (Parish Priest of St Philip & St James)

Fr. Roy (Assistant Priest at St Joseph's)

### **Responsibilities**

At present liturgy and worship is coordinated by Mary Armitage with advice and support from Frances Topa and Mechelle Duggan. Rainbows groups for pupils who have suffered bereavement and loss are run with trained staff and there are drop-in mentoring opportunities at break or lunchtimes as required.

### **Staff Training**

Prayer is seen as an important expression of the ethos of the school. Prayer is regularly on the agenda of Pastoral Meetings where staff are guided on the different ways of leading pupils in prayer. INSET has been provided on both praying with pupils and developing spirituality across the curriculum.

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## **Liturgical Celebrations**

The school tries to offer a variety of means and opportunities to facilitate worship. As a whole school we celebrate Mass on the following occasions:-

- Holydays of Obligation
- Start of Year Mass for all pupils
- Christmas Mass
- Ash Wednesday Mass
- Oscar Romero Mass
- Leavers' Mass
- Academy Trust Mass
- Diocesan Mass
- Special Masses as needed

Other major liturgical celebrations:-

- Monday morning briefing reflections
- Christmas Service
- Passion play in Lent
- Lenten prayer and reflection in the Chapel
- Lenten Service/Ash Wednesday
- Staff Training Day reflections
- Leadership meeting reflections
- Key Stage Meeting reflections

Main school liturgies have been enhanced by the choir and music department as well as by impromptu singers.

## **Assemblies**

Whole school assembly led by the Head teacher takes place on a Monday morning. In addition, each Key Stage has a weekly assembly. These assemblies last for 20 minutes and are prepared either by the Key Stage Leader, a member of staff or a tutor group. There is a rota of themes with relevant resources. Assemblies are monitored and evaluated by the Leadership group and the Key Stage managers. Assemblies are required to have:-

- A calm entry
- Suitable opportunity for prayer or reflection
- Involvement of pupils
- A set theme
- Appropriate music
- Limited space for notices

The assemblies are an opportunity to form and build up our Community.

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## **Prayer**

Prayer is the language of communication with God. It is integral to our school community and is the wellspring from which this community draws life. We try to look for a variety of ways and opportunities to respond to the challenges of Jesus to "pray at all times". There are a number of ways in which we do this in the classroom:-

- All staff are encouraged and expected to pray with their tutor group.
- Each tutor group is expected to have a form notice board displaying our School Mission Statement and Gospel Values.
- In each classroom there is a prayer table which is a visual reminder that we are a worshipping community.
- The liturgical year is highlighted in the school calendar and is a point of reference for staff and pupils.

## **Retreats**

Retreats are organised by the Chaplaincy staff. Retreat themes are tailored to the particular group.

## **Voluntary Prayer**

We provide opportunities for prayer during lunchtimes as the need arises (Holy Hour for those who have died, a prayer box for private intentions). Staff pray together at the Monday morning briefings, at the beginning of all meetings and a staff reflection is an integral part of the Training Days.

## **The RE Curriculum**

Moments of prayer and reflection are implicit in the RE curriculum. We also use guided meditation and different prayer techniques. At times of spiritual significance a time of prayer or silence is often highlighted.

## **Accommodation & Resources**

A variety of resources are held centrally, these include:-

- Assembly ideas
- Assembly books
- Music, CDs and DVDs
- Internet sites
- Focal point ideas.

The Chaplaincy Team are human resources of ideas in addition; resources are purchased from the Chaplaincy Budget which was allocated £1,000 for this academic year. Most of the money was allocated to classroom or Chaplaincy resources and the retreat programme. We have recently acquired a small Chaplaincy office which is used for the storage of resources, for example assembly resources and artifacts. We also have a bright and decorated Chapel for class use and/or quiet reflection as required. Whole school liturgies are celebrated in the school hall as well as assemblies and the passion play in Lent.

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# **St Gregory's Catholic Middle School**

## **Annual Report to Directors**

Chaplaincy is reported to Directors at the ASIG on a half termly basis. The Directors have been updated with ongoing developments within Chaplaincy and RE and the wider remit of Section 48

## **Planning, Organisation and Monitoring**

All liturgies, with extra specialised staff included as required such as mentors or those with Rainbows training, are planned and evaluated. Retreats are planned to cater for the needs of the group. Meetings and INSET have taken place to develop spirituality and prayer among the staff and pupils.

## **St Francis of Assisi Academies Trust**

The Chaplains across the Federation of Catholic schools meet on a regular basis and plan key events. Under the leadership of the Executive Principal Dr. Alan Lee

## **The Future**

- To further develop retreats for Y5, Y6 and Y7, to promote and support their needs.
- To develop the musical and singing character of the school community.
- Extend the opportunities for drama in liturgy.
- To promote a greater and more frequent use of the Chapel.
- To further extend pupil's experiences by visits to places of religious significance.
- Develop staff through NORES training.
- To develop further the links with the Academy Trust's Chaplaincy teams.

**July 2015**

**Prepared by: Mary Armitage**

**Approved by: Frances Topa**

**Reviewed by: Frances Topa**