



Loreto High School Chorlton

**Prayer, Celebration of The Word (COTW) & Liturgy
Policy**

Our Mission Statement

Loreto educational communities in England are centred in God, rooted in Christ and animated by the spirit of Mary Ward, the foundress of the Institute of the Blessed Virgin Mary.

We are proud to be part of an international network of Loreto schools and colleges and we will work to interpret and apply the international guidelines for Loreto Education within the context of England in the early 21st century. Within our schools and colleges, the story of Mary Ward will be re-interpreted to, and by, each new generation. Her vision and values will find expression in the experience offered to, and shaped by, our students, parents, staff and governors.

We are ambitious for our students not just in the context of academic excellence but also in the context of human possibilities, and as educators we will stretch hearts as well as minds.

We encourage our students to become women and men who use their gifts and talents to make a difference both globally and locally; men and women of courage, who will challenge accepted notions and modes of society when they are at odds with the values for which we stand.

We will strive rigorously for the achievement of both personal and academic excellence within learning communities that:

- Introduce students to a reflective way of thinking and living and encourage seekers of truth who will search critically for answers to the great questions of life.
- Encourage doers of justice who will stand with those on the margins of life and become responsible global citizens and agents of social change, committed to building a better world.
- Allow all the freedom to become their best selves and to take charge of their own lives and futures within environments that celebrate diversity and nurture independence of spirit.



- Develop relationships that are marked by a Christ-like respect and compassion and characterised by integrity and sincerity.
- Are joyful places where students enjoy their learning and flourish in a safe and healthy environment where the value of each individual is celebrated.

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Introduction

The Scripture, Prayer, Celebration of the Word events & Liturgy are core elements of the life of our School through which we find joy, comfort and hope. They provide opportunities for students and staff to worship God and deepen relationships with Him.

At Loreto, every day starts with an opportunity for students and staff to engage with a caring and loving God at staff briefings, formation time and year assemblies. Prayers, reflections, Drama and Music are used to share the gospel message themed around the Church's Liturgical calendar. Through these acts of person and communal worship, everyone is encouraged to appreciate themselves and all creation while discerning on what is important in their own lives.



Legal Requirements

Loreto High School, while recognising the statutory requirements for daily acts of worship, goes beyond this by placing Christ at the centre of everything enabling the rooting of the Catholic faith, ethos and the values of our Loreto School. The Loreto values and our roots in Ignatian spirituality animate these worship opportunities helping everyone to experience a loving and caring God within the safety of our school community.

This is integral to the spiritual life of the school and to the moral and spiritual development of the whole school community.

Key Principles

In order to ensure that we all find this Sacred treasure of a loving God; the following principles guide our provision:

- All worship opportunities are inclusive and help the spiritual development of all irrespective of faith background.
- Staff and students are accompanied through Ignatian spirituality and the Loreto way to enable them to discover for themselves the presence of the spirit of God and its promptings in their daily lives, and positively respond to God's prompting by using their gifts and talents.
- The provision of a peaceful and safe space for both staff and students to reflect, explore their faith and engage in personal prayer.
- Modelling of reverence and prayerfulness through the maintaining of an accessible space for prayer, Celebration of the Word and liturgies.

The Chapel

Our Lady of Loreto Chapel is a religious place set aside as a Sacred space for the specific purpose of fellowship, prayer and liturgy. It is located next to the Music department. The Mass (the Source & summit of Catholic life) is celebrated in the Chapel, as well as our year group assemblies, liturgies and retreats.

The Sanctity of the Chapel is key to the Prayer life of the School and the following guidelines are therefore followed:



- It is the responsibility of all to ensure that the Chapel and all Sacred objects in the Chapel are treated with reverence, and that the Chapel is recognised as a prayer-filled centre of the school that provides all with a peaceful, inviting and reverential atmosphere.
- The Altar is the centre of this space and is respected as such. Under no circumstances shall items be left on the Sacred Altar even when it is not in use.
- Guidance is always sought from the Chaplain/SLT when organising or planning events that require the use of the Chapel to ensure that the Sanctity of the Chapel is preserved.

The Role of Chaplaincy & The Chaplaincy Team in Leading Prayer & Liturgy

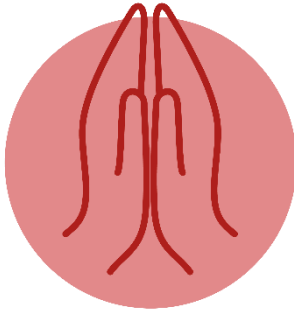
Chaplaincy is at the heart of a Loreto School with its role defined as “helping students and staff to strengthen their relationship with God through prayer, liturgy and action and (in) helping them reflect on their hopes and fears, dreams and gifts.” Our Chaplaincy embraces the richness of those of other faiths and those of no faith while sharing with all what we value and hold dear. Chaplaincy is open to all and serves the needs of all students and staff ensuring that lives and experiences are shared in safe and affirming surroundings:

- Chaplaincy leads the Prayer and liturgical life of the School with the Chaplaincy Team providing the witness of young people fully alive with their faith.
- Chaplaincy provides varied opportunities for both collective and personal prayer, that include but are not limited to Morning Prayer, Divine Office, Pupil Led Lectio Divina, Gospel Contemplation and Evening Prayer.



Prayer , Celebration of the Word and Liturgies at Loreto High School

Prayer:



Prayer and/or reflections, based on the liturgical calendar or in response to major occurrences; are led by the Chaplain or in his/her absence SLT at Staff briefings.

Staff prayer times provide opportunities to express gratitude and appreciation for the gift of life, family, relationships and the young people in their care. Through this expression of gratitude, staff become aware of God's presence throughout the life of the school.

- Personal prayer opportunities for staff are provided in the Chaplaincy room before and after School.
- A Liturgically themed calendar is embedded into the School calendar enabling the alignment of Year group assemblies to the values of the School and the church's liturgical calendar.
- SLT/Chaplain/Heads of Departments/staff and students lead prayer or reflections at year group assemblies:

Year 11	Monday	08:50-09:10hrs
Year 10	Tuesday	08:50-09:10hrs
Year 9	Wednesday	08:50-09:10hrs
Year 8	Thursday	08:50-09:10hrs
Year 7	Friday	08:50-09:10hrs

Meetings

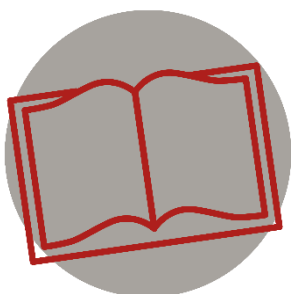
All formal staff and Governing Body meetings and events commence with Prayer. Additionally, opportunities are created for School governors and Parents/Carers to take part in the Prayer life of the School (Prayer, Celebration of the Word and Masses).



Student Provision

Formation Prayer

All moments of Formation time start with a time of Prayer or reflection.
All moments of Formation time at the end of the day will start with An Examen.
The structure to be followed and the resources used are highlighted in sections below.



Celebration of the Word:

These are celebrations created specifically for the school community and not directly taken from the liturgical books of the Church.

These celebrations will take many forms, but the common element is the

proclamation of scripture. While these will draw upon elements of the liturgy, from liturgical texts, symbols, and gestures, which help to reinforce their Catholic nature; other elements may be used with greater creative freedom to enhance provision

Celebration of the Word at Loreto will refer to Special Chapel assemblies, The Loreto Carol service, Advent Service, Christmas Service, Lent and Easter Services as well as other special occasions (Start of year or End of Academic year).

Liturgy:

Liturgies at Loreto will refer to the celebration of The Mass in Classes, Year Groups, Houses and Staff Masses. Liturgies will also include Adoration of the Blessed Sacrament and the Celebration of the Sacrament of Reconciliation/Confession as well as the Distribution of Ashes on Ash Wednesday.

Special Liturgies will include the MANCEP Mass for New Staff. A Thanksgiving Mass for Year 11, Welcome Mass for Year 7 as well as Masses celebrated on all Holy days of obligation and special feasts.



Parish links are maintained to ensure that a Eucharistic presence is retained in School;

Retreat & Pilgrimage opportunities are provided to enable a deeper growth in Prayer.

The liturgical books, such as the Roman Missal and the Lectionary, will set out the structure followed, the words spoken, the gestures performed, and the symbols used when celebrating a liturgy.

Creativity and adaptation remain but will only be exercised within the parameters authorised by the liturgical books (e.g. Eucharistic Prayers for Masses with Children)

Our Approach to Reverent Prayer & Celebration of the Word (COTW)

Preparation

- Registers are taken and any scheduled work delivered;
- Students are asked to clear desks and prepare, in silence; for a time of prayer;
- The Prayer/Reflection PowerPoint or resource provided by Chaplaincy is displayed in support of full participation following the structure below:

Participation – Presence - Engagement

- The prayer begins with the Sign of the Cross
- Students read the allocated scripture of the day and reflect on its meaning for their individual lives. Students are encouraged to offer up their thoughts, worries and anxieties to God in silent prayer;
- A deliberate moment of silence is observed to enable all reflect and offer up own personal prayers to God.
- Students collectively offer the individual intercessions by saying the Prayer allocated or any other prayer appropriate for the day;
- Each Prayer time ends with a request for Our Lady of Loreto's intercession; and



- Prayer finishes with the Sign of the Cross (students of all other faiths or no faith are encouraged to bow their heads to acknowledge both respect and reverence.

Prayer and reflection resources

Updated Prayer & Liturgy resources are provided by the Chaplain as follows:

- Weekly emails to Key Stage Leaders
 - Staff-drive: Formation Time
 - <https://www.loretochorton.co.uk/chaplaincy/>
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Monitoring and review

The Provision of Prayer, Celebration of the Word and Liturgy is monitored via the following internal and external routes:

1. Fortnightly Chaplaincy Line Management;
2. Loreto Chaplaincy standards document;
3. The LEEN Review and LEEN Chaplaincy
4. The Quality Improvement Plan (QIP)
5. Chaplaincy and SLT Formation and Assembly visits
6. Pupil Chaplaincy Review
7. Student and Staff Feedback.
8. Diocesan Catholic Schools Inspection

The Governing body reviews provision through Chaplaincy's reporting to the Ethos committee which occur each term

Chaplaincy provision is retained as a running item on the Governing Body agenda.

