



Our Mission: 'To live life to the full' [John 10:10]. As a Christian school, we continue to live out Christ's instructions and the Gospel values. To 'live life to the full' means that we create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God [Genesis 1].

Our Core Values:
Faith, Aspiration & Unity

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

PRAYER & LITURGY POLICY

Prayer & Liturgy Policy- Document Status			
Date of review completion	January 2025	Named Responsibility	CCCS Committee (JD)
Date of Policy Adoption by Governing Body	January 2023	Next Review Date	January 2027
Policy Basis	Diocese of Shrewsbury & Lichfield Guidance Adapted for HTA		

Holy Trinity Academy's Values, Vision and Christian Character

Our Mission statement to 'live life to the full' [John 10: 10] is what lies at the heart of the school community. To celebrate and live out the Gospel values and the teachings of the Church is how we live life to the full. The prayer life of the school is integral to Holy Trinity Academy - it is what makes us different from non-faith schools. We seek to enrich the lives of all those in our community through the Celebration of the Word and liturgical services, and through prayer and reflection. Nurturing the souls of our community, providing them opportunities to reflect regardless of where they are on their faith journey and giving time for personal reflection is what is important to us.

'Prayer is the living relationship of the children of God with their Father who is good beyond measure, with his Son Jesus Christ and with the Holy Spirit.' [CCC 2265]

'Prayer is first and foremost a personal relationship with Jesus Christ.' [Dr Winfield Bevins]

It is through our prayer life that we are in communion - with God and with each other. We come together to celebrate our faith in the presence of Christ Himself [Matthew 18: 20] and be inspired by the Holy Spirit to discern the will of God in our lives.

At the heart of Holy Trinity Academy, there will be:

- A learning and living experience founded on Gospel values <http://holytrinity.academy/gospel-values/>
- Excellent teaching, promoting high achievement for all.
- A vibrant, innovative curriculum and teaching and learning programme which meets the needs of each individual.
- A commitment to individual care and guidance.
- A supportive environment that enables students to explore and be nurtured in their own faith within an inclusive worshipping Christian community;
- Strategies to promote all students' future wellbeing and their positive contribution to our society.
- An exciting range of learning beyond the formal curriculum, which enriches and enthuses.
- Strong and affirming partnership with parents/carers and with the local community.
- Partnerships with primary schools, parishes, Anglican and Roman Catholic dioceses, and local organizations and with the University of Wolverhampton to raise aspiration and ensure progression.
- A commitment to developing cultural links locally, regionally, nationally and globally.
- A commitment to fostering environmental understanding.
- An outward looking ethos, which seeks to provide opportunities and provision for local families and the wider community.

Distinctive Character of the Academy

Holy Trinity Academy is the only Church secondary school and faith-based centre for secondary education across a very wide area. As such, it has a distinctive Christian character.

In accordance with, and as quoted by, the Roman Catholic Prayer & Liturgy Directory, the aim of all Church schools is *"to ensure that the Lord Jesus Christ is at the centre of a Catholic [Church] school, prayer and liturgy must be at the heart of its community life. They are essential to the school's Catholic [Church] life and mission."*

Holy Trinity Academy is an inclusive faith-based school that serves the whole community of Telford & Wrekin, Shropshire and beyond. The Academy has a distinctive character and ethos, which reflects the teachings of Jesus Christ and Christian values and the principles of the Roman Catholic and Anglican Churches.

The Nature of Worship at Holy Trinity

Worship at Holy Trinity is Christian in character, which is concerned with giving glory, praise and thanks to God. It is our loving response to the invitation from God to be in relationship with Him, made possible through Jesus Christ and the Holy Spirit.

Worship at Holy Trinity reflects the traditions of the Roman Catholic Church and Church of England, taking into account the spiritual and educational needs of all who share in it:

- Those who form part of the worshipping community in churches
- Those for whom school may be their first and only experience being part of a worshipping community
- Those from other Christian traditions, faith communities or none.

Worship in this school is more than just a legal requirement. It is an integral part of school life, central to the Christian character of the school and provides spiritual experiences for all to be enriched and encouraged in their own personal spiritual journey. Everyone in our community is able to embrace and contribute to the Christian character of the school and gain from it, regardless of level of belief and commitment.

What are our legal requirements?

The 1988 Education Act (consistent with the 1944 Education Act) and the guidance from DfE Circular 1/94 and the Roman Catholic and Church of England Diocesan policies and guidance are the documents that guide the forms of collective worship in schools.

We understand that simply holding an assembly that includes a prayer, said either by the worship leader or everyone present, does not fulfil this requirement. We also acknowledge that acts of collective worship and business assemblies are distinct activities.

The act of collective worship is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education.

We acknowledge the legal requirement that there must be a daily act of worship for all pupils. Parents have a right to withdraw their child from Worship. However, given the importance of Worship at Holy HTA Prayer & Liturgy Policy

Trinity, parents and prospective parents need to be made aware of the fact that it can never be confined to 'timetabled slots' but may take place in a variety of contexts other than those which are specifically structured.

For further information on the right to withdraw, please see:

- 1) [Right of Withdrawal guidance document](#) ... Roman Catholic
- 2) [Right to Withdraw Guidance | LDBE](#) ... Church of England

In addition to the legal requirements for all schools, as a Roman Catholic and Church of England Voluntary Aided Church school, the Trust Deed and the Roman Catholic and Church of England inspection schedules determine the expectations of the school to:

- Provide the opportunity for students to worship God;
- Consider spiritual and moral issues;
- Explore beliefs;
- Encourage participation and response;
- Develop community spirit, promote a common ethos and shared values;
- Reinforce positive attitudes

Our faith community at Holy Trinity will aim to provide the opportunity for staff and pupils to worship God as a community through daily prayer in the classroom, through participation in weekly assemblies for worship and through regular celebrations of Eucharistic and other Liturgies, consistent with the two Christian traditions foundational to the school. Not only does this meet our legal obligations but it is a true reflection and manifestation of our school's mission and Christian character.

What are the aims of Prayer & Liturgy at Holy Trinity

- To invite staff and pupils to journey to the threshold of worship and beyond to a relationship with God.
- To contemplate the mystery of God.
- To reflect on spiritual and moral issues and to respond to current affairs.
- To explore our own beliefs.
- To respond to and celebrate life.
- To experience a sense of belonging and develop a community spirit animating our school's Christian character and mission.
- To enrich religious experience.
- To give opportunities for silent contemplation, guided meditation, reflection, personal response and prayer.
- To respond to life's challenges and contemporary issues, celebrating life's joys, sorrows, achievements, and spiritual development as a learning community.
- To grow in liturgical understanding, biblical awareness, and development with specific reference to the Roman Catholic and Church of England traditions.
- To heighten our awareness of questions related to the ultimate mysteries of life and to consider

the beliefs and commitments made by ourselves and others in response to such questions.

- To affirm the Christian faith and the Christian understanding of the Trinity: Father, Son and Holy Spirit.
- To learn about and reflect upon Christian Teaching, Biblical material and Christian festivals, in a way that relates to the pupils' experience and to living together in community

How will we fulfil these aims?

Ensure the expression of our faith is seen as essential to spiritual development, part of the total curriculum, an integral part of the life of our school and seen to be important;

- Employ a Chaplain to lead on the day-to-day spiritual life of the school
- Have a coherent calendar for Prayer & Liturgy, such as that detailed in Appendix A.
- Adopt an approach that is based on educational principles, which aid the spiritual development of individuals. Therefore, the form, shape and content will be drawn on the educational context of the school;
- Respect the integrity of the individual, give the opportunity to participate creatively and encourage each to make an individual response to a shared experience;
- Provide and keep records of a planned worship programme that is interesting, challenging, relevant and draws on a variety of Christian traditions and practices;
- Build up resource materials for use in worship
- Endeavour to provide a physical environment that is appropriate to the provision of high quality acts of worship (e.g. seating, music, singing, décor etc.);
- Involve a wide combination of staff, pupils and relevant members of the churches and community from which pupils are drawn in leading acts of worship
- Enable student to take ownership of their own spiritual journey and worship experience
- Provide an opportunity to evaluate acts of worship.

All Acts of Worship in our school will:

- Give glory and honour to God
- Be a quality experience, fundamental to the life of our school and our distinctive Christian character.

How is Prayer & Liturgy developed?

The school will have a development plan for collective worship, indicating short, medium and long term intentions. This will be the responsibility of the Chaplain, with oversight provided by SLT. It will be reviewed annually by the Christian Character, Curriculum and Standards Committee (CCCS.)

- The development plan will include, but is not limited to:
- Themes and approaches
- Development of resources
- Staff training and support

- Pupil participation and response

How is Prayer & Liturgy resourced?

The Chaplain has responsibility for managing and resourcing this area of the curriculum on a day-to-day basis, ensuring all legal requirements are complied with. This involves:

- The production of a coherent programme for Prayer & Liturgy, which has continuity of Christian teaching and experience and breadth and balance as is appropriate to the school community.
- Providing and curating resources for collective worship so that they are wide-ranging but not overwhelming.
- Auditing and keeping records of resources and ensuring they are accessible to pupils and staff as appropriate.

Managing the budget that is set to ensure the worship programme can be carried out effectively. Keeping in touch with developments in the subject and acting in an advisory capacity to colleagues. Ensuring that worship is prioritized on the School Development plan, to allow for INSET and resource development.

At HTA, we ensure that worship is adequately resourced to ensure that it is regarded as an important part of school life. Pupils are encouraged and provided opportunities to plan acts of worship (whole school, year group, key stage or class / form), so that they have ownership of it.

How is Prayer & Liturgy recorded, monitored and evaluated?

The purpose of monitoring and evaluation is to celebrate the excellent work of the teaching staff in delivering Prayer & Liturgy and to support and improve the quality of prayer and liturgical worship because we believe that this is key to spiritual development of our community. This will ensure that the legal requirements and school policy are being fulfilled and the quality of prayer and worship is maintained and improved.

It is important that the monitoring of Celebration of the Word / Acts of Worship in Holy Trinity is not seen as a threatening activity but rather that it takes place within a culture of self-improvement, where strengths will be recognised and celebrated and areas for development are identified.

Records of Tutor Group Collective Worship, Key Stage Collective Worship and Liturgical Celebrations are kept using appropriate forms, an example of which is in Appendix B, so that full records and knowledge of the actual implementation of the Prayer & Liturgy programme is covered.

The Chaplain and SLT will monitor the quality of Prayer & Liturgy regularly. There is a robust monitoring schedule.

When Prayer & Liturgy has been observed, written and verbal feedback is given immediately. (See Appendix C) which is then filed for confidentiality. Only the person(s) responsible for monitoring and

the Headteacher will have access to this file. If necessary, following the observation a meeting may be arranged to identify areas for further development and offer guidance and support.

The impact and perception of Prayer & Liturgy is monitored by the Pupil and Parent Voice. Governors will visit and observe Prayer & Liturgy and complete Note of Visit reports for these observations.

The Chaplain will review and evaluate Eucharistic and Liturgical Worship celebrations at their termly meetings.

The Chaplain will report to their Line Manager, who in turn will report to the Headteacher and the Governors annually via the Christian Character, Curriculum and Standards Committee.

How is Prayer & Liturgy organised in our school?

Prayer & Liturgy in our school is planned:

- Following a structure with reference to the Church's seasons, significant dates or events, around Scripture
- Involving consultation with appropriate parties and reference to school aims and policies
- With flexibility to respond to changing situations within the school and the wider community
- To encourage in pupils skills, faith and insight that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.

The worship and prayer life of our school is organised into 4 main areas:

- i) Start of day prayer
- ii) A daily act of worship and prayer in tutor groups.
- iii) A weekly worship assembly for each House.
- iv) Eucharistic celebrations and other liturgical celebrations.

Prayer & Liturgy in Tutor Group time

Prayer & Liturgy in tutor time takes place as soon as the register is taken. No other business should take place until the liturgy of morning prayer is concluded.

Resources are provided for staff containing prayers for the week. Each week will follow a theme and will include an appropriate reading from scripture.

The prayer resources are not to be prescriptive; topical and seasonal events may be taken into account when staff deliver tutor group worship

Additional resources to aid worship are provided by the Chaplain (eg, candles, visual aids, prayer books etc.)

Tutor Groups will have the opportunity, on a rota basis, to have their Tutor Group Prayer & Liturgy in the Chapel.

Chaplain is available to assist form tutors in curating worship where requested

Worship for Houses

Each House meets once a week in our Assembly Hall for Prayer & Liturgy

There may also be opportunity for visiting speakers or business announcements following the completion of Prayer & Liturgy.

There is a Prayer & Liturgy rota with a designated Leaders for each week.

The content of the House Liturgy will be determined by the weekly theme which is also followed in tutor group worship.

Prayer & Liturgy resource material is provided to help staff in their planning and delivery of acts of worship.

The Chaplain will be available to assist individual staff in their planning of Collective Worship.

Eucharistic and Other Liturgical Celebrations

A programme of worship related activities for each term will be planned.

Year 7 will take part in a Welcome service during the first half term.

Prayer & Liturgy celebrations will be attended by all pupils at Christmas, Easter, and Trinity.

Year 11 and Year 13 Leavers will take part in Farewell services at the end of the year.

Each Term will end with a time for prayer and reflection for staff. Opportunities for prayer and reflection for staff should also be provided on inset days.

The school will provide opportunities throughout the year for all students to take part in Eucharistic worship in both the Roman Catholic and Church of England traditions.

Provision will be made for special Prayer & Liturgy on other occasions throughout the year as appropriate.

Prayer and spiritual workshops will be delivered to Year 11 at Christmas and Easter

Appendix A

AoCW Rota 2025 – 2026 [Year A]

Week	Theme	Scripture	Monday	Tuesday	Wednesday	Thursday
08 Sept	Priorities	Luke 14: 25-33	A Neal			
15 Sept	Consequences	John 3: 13-17	Heads Of Year			
22 Sept	Loyalty	Luke 16: 1-13	Chaplain			
29 Sept	Priorities	Luke 16: 19-31	Form 01	Form 10	Form 19	Form 28
06 Oct	Increase Our Faith	Luke 17: 5-10	Form 02	Form 11	Form 20	Form 29
13 Oct	Be Thankful	Luke 17: 11-19	Form 03	Form 12	Form 21	Form 30
20 Oct	Pray ... & Don't Lose Heart	Luke 18: 1-8	Sixth Form			
27 Oct	Half Term					
03 Nov	Change Your Ways	Luke 19: 1-10	A Welsh			
10 Nov	Remembrance Week		M Simmonds			
17 Nov	Be Strong	Luke 21: 5-19	Student Chaplaincy Team			
24 Nov	Be Ruled by Christ	Luke 23: 35-43	Form 04	Form 13	Form 22	Form 31
01 Dec	Advent 1: Get Ready	Matthew 24: 37-44	Form 05	Form 14	Form 23	Form 32
08 Dec	Advent 2: Repent	Matthew 3: 1-12	Form 06	Form 15	Form 24	Form 33
15 Dec	Advent 3: Rejoice ... Christ Is Coming	Matthew 11: 2-11	Form 07	Form 16	Form 25	Form 34
22 Dec	Christmas					
29 Dec	Christmas					
05 Jan	Epiphany: Arrival of the Magi	Matthew 2: 1-12	A Neal			
12 Jan	Jesus' Baptism: A New Start / Mission	Matthew 3:13-17	Chaplain			
19 Jan	Be A Witness	John 1: 29-34	Form 08	Form 17	Form 26	Form 35
26 Jan	Holocaust Memorial Week		M Godwin			
02 Feb	True Happiness	Matthew 5: 1-12a	Form 09	Form 18	Form 27	Form 36
09 Feb	Salt of the Earth & Light of the World	Matthew 5: 13-16	Heads Of Year			
16 Feb	Half Term					
23 Feb	Lent 1: Temptation	Matthew 4: 1-11	J Smith			
02 Mar	Lent 2: Encountering God on High	Matthew 17: 1-9	Student Chaplaincy Team			
09 Mar	Lent 3: Dignity	John 4: 5-15, 19b-26, 39a, 40-42	Form 01	Form 10	Form 19	Form 28
16 Mar	Lent 4: What Are We Blind To?	John 9: 1, 6-9, 13-17, 34-38	Form 02	Form 11	Form 20	Form 29
23 Mar	Lent 5: Anything Is Possible	John 11: 3-7, 17, 20-27, 33b-45	Form 03	Form 12	Form 21	Form 30
30 Mar	Easter					
06 Apr	Easter					
13 Apr	Easter 2: No Doubts	John 20: 19-31	A Neal			
20 Apr	Easter 3: Journeying Together	Luke 24: 13-35	Chaplain			
27 Apr	Easter 4: Good Shepherd	John 10: 1-10	Form 04	Form 13	Form 22	Form 31
04 May	Easter 5: Jesus - The Way, the Truth & the Life	John 14: 1-12	Form 05	Form 14	Form 23	Form 32
11 May	Easter 6: Spirit of Truth	John 14: 15-21	Form 06	Form 15	Form 24	Form 33
18 May	Easter 7: Ascension of the Lord	Matthew 28: 16-20	A Montgomery			
25 May	Half Term					
01 Jun	Holy Trinity: Son of God	John 3: 16-18	J Doust			
08 Jun	Corpus Christi [Body of Christ]	John 6: 51-58	Sixth Form			
15 Jun	Work For God	Matthew 9: 36-10:8	Form 07	Form 16	Form 25	Form 34
22 Jun	Do Not Be Afraid	Matthew 10: 26-33	Form 08	Form 17	Form 26	Form 35
29 Jun	Sacrifices	Matthew 10: 37-42	Form 09	Form 18	Form 27	Form 36
06 Jul	Work Hard, Rest Hard	Matthew 11: 25-30	Chaplain			
13 Jul	Spread The Word	Matthew 13: 1-9	Heads Of Year			
20 Jul	Summer					

Appendix B – Example Prayer & Liturgy Record – House Liturgy

House: Form Tutor:	Date:	
Gather		Evident
Start of the Cross A moment of silence in readiness to pray Music (if appropriate)		
Listen		
Theme of the Assembly reflects the weekly whole school theme Short and appropriate passage of Scripture is used Quote from Saints / Pope / Religious leaders Teachings of the Church		
Response / Action		
A prayerful response or action occurs centred on the theme of the liturgy (e.g.: video reflection; pupil reading; pupils praying) Concluding prayer		
Mission		
Sending the pupils out to either think about and / or carry out a task based on the theme of the liturgy ... and was this made clear at the end of the liturgy? Sign of the Cross to conclude		

Feedback given ...

Form Time

Form Group:	
Day & Date:	

Please note that the following list is not exhaustive.

In form time ...	Seen?
A prayerful / calm atmosphere has been established	
Begins with the Sign of the Cross	
Scripture passage has been used	
A Mission (sending out task) has been presented	
Follows the liturgical theme	
A prayer is said	
Pupils are involved / engaged in the reflection	
Ends with the Sign of the Cross	

The prayer / scripture was said ...	
Together as a class	
By the member of staff	
By a pupil	

Other comments ...
