



Prayer & Liturgy Policy

"I have come so that they may have life and have it to the full." (John 10:10)

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1. Mission and Ethos

Our Mission is to be a centre of educational excellence, opportunity, challenge and support within a caring Christian environment.

“I have come so that they may have life and have it to the full.” (John 10:10)

Inspired by these words of Jesus, Carmel College seeks to help every student and member of staff to flourish fully: intellectually, personally and spiritually. Prayer and liturgy are at the heart of this, drawing our community into the fullness of life that Christ offers.

2. Aims for Prayer and Liturgy

Carmel College aims to provide opportunities for students and staff to come together in community to worship God. Collective worship will reflect the traditions of our Church, taking into account the spiritual and educational needs of all who share in it, including:

- those who form part of the worshipping community of the Church;
- those for whom college may be their first and only experience of Church;
- those from other Christian traditions, faith communities or none.

3. Our Values

Carmel College is a community which aims to live out the gospel values of service and love. This means that:

- The individual student is central to all our endeavours.
- The College values each individual as a unique person and regards each person, made in the image and likeness of God, as worthy of the utmost respect.
- The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment.
- The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search.
- The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure.
- The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth.
- The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.

4. Context

“A Catholic college for the community”

Carmel College is a Catholic Sixth Form College which serves a diverse community drawn from a wide geographical area. The community is made up of staff and students

who represent a variety of faith backgrounds and none, but are brought into communion around the mission and ethos of the college. Central to this mission is the provision of a rich and vibrant liturgical and prayer life, based on gospel values, which is inclusive and respectful of all faiths.

Moreover, the College recognises that prayer and liturgy are springboards for action and lead us to promote the core principles of Catholic Social Teaching. In this we echo the words of Pope Leo “May your prayers be accompanied by concrete acts of charity: helping others, reconciling, building peace...”

The vibrant prayer life, along with the various liturgies provided by the Chaplaincy, makes our collective worship an integral part of our daily life, enabling our community to experience the presence of God and develop a deeper, reflective spiritual life.

‘The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the college community to become reflective, experience the presence of God and should develop a mature spiritual life.’ (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

4.1 Our Carmelite Charisms

Carmel College opened in 1987 on the site of Mount Carmel Girls’ School and draws its identity from the Carmelite tradition. Our sense of mission is shaped by three Carmelite charisms:

- **Contemplation** calls us to stillness, silence and attentive prayer, opening our hearts to the presence of God in our daily lives.
- **Community** calls us to live and pray together as one family, valuing, respecting and nurturing each person as made in the image and likeness of God.
- **Service** calls us to put our prayer into action, reaching out in love to others, especially those most in need.

These charisms are woven into the daily life of the college, shaping our relationships, learning and the way we live out our shared mission. While they are celebrated in a particular way on the Feast of All Carmelite Saints, they are expressed throughout the year in our prayer, liturgy and community life.

As a Catholic college, Christ is at the centre of all that we do. Prayer and liturgy provide opportunities for the college community to recognise and deepen its relationship with God, whose presence sustains and accompanies us in every aspect of college life.

5. Statement of Requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all students, including those in the sixth form¹, that is in accordance with the rites, practices, disciplines and liturgical norms of the Catholic

¹Section 70, 1988 Education Act.

Church.² Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements.³

The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy.⁴ Sixth form students can choose to withdraw themselves from prayer and liturgy.⁵ In practice, at Carmel College, this is very rare.

The College's provision for prayer and liturgy will fulfil students' entitlement to experience the range of liturgical treasures of the Church, including the shared repertoire of prayers and the typical music with which students in the college may be familiar.

Prayer and liturgy are not designated curriculum time. In the context of a Catholic college, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

The College is guided by the Articles of Government with regard to collective worship:⁶

1. The Governing Body shall ensure that, at an appropriate time on at least one day in each week during which the college is open, an act of collective worship is held at the college which students may attend.
2. Acts of collective worship shall be in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church.
3. If the Governing Body considers it appropriate to do so, it may, in addition to the acts of collective worship referred to in paragraph 2, provide for additional acts of worship which reflect the practices of some or all of the other religious traditions represented in the college.

6. Statement of Inclusivity

We are a Catholic college for the whole community. We welcome students and staff of all faiths and none. All are invited to participate and share in the prayer and liturgy of the college according to their own needs and desires, in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church. The College provides a prayer room and washing facilities for members of our college community to worship according to their own faith tradition.

7. Roles and Responsibilities

The Bishop entrusts his responsibility for prayer and liturgy to the governors and Principal.

²School Standards and Framework Act 1998, Schedule 20, Instruments of Government, clause 2.

³The mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019.

⁴School Standards and Framework Act 1998, Section 71 (1A).

⁵School Standards and Framework Act 1998, Section 71 (1B).

⁶Department for Education (1994), Religious Education and Collective Worship.

7.1 Governors

The governors, as guardians of the Catholic college's life and mission, have a responsibility to ensure that prayer and liturgy in Carmel College is in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church. Consequently, it is the duty of governors to direct the promotion, monitoring and evaluation of prayer and liturgy by:

1. Agreeing a specific Prayer and Liturgy Policy which reflects the Catholic life and mission of the college.
2. Ensuring that the Prayer and Liturgy Policy is in line with the CES Prayer and Liturgy Directory 2023.
3. Undertaking the periodic review of the policy and implementing any necessary amendments.
4. Developing a knowledge and understanding of how prayer and liturgy are underpinned by the Liturgical Year.
5. Understanding the variety of beliefs and practices of the different members of the Carmel College community and ensuring a strategy is in place for encouraging student participation and engagement.
6. Establishing that daily prayer and liturgy is provided for all staff and students.
7. Participating in the college's prayer and liturgy, where this is practical.
8. Ensuring there is professional development of all staff that focuses on liturgical formation and, for relevant staff, the planning of prayer and liturgy.
9. Overseeing the process for monitoring and reviewing, which should include the voice of students.
10. Allocating sufficient financial budgeting.⁷

7.2 Principal

The Principal, as the spiritual leader of Carmel College as a Catholic community, is ultimately responsible for the implementation of the policies agreed by the governing body. This is done through oversight of prayer and liturgy in the college, ensuring that it is central to Carmel College's mission and is included in the college plan. The Principal will do this in collaboration with the Head of Catholic Life.

As a highly visible group within the college, it is important that the Senior Leadership Team models good practice as they participate in and lead prayer and liturgy. The Principal will ensure the priority of monthly Mass by cancelling other events that would compete for the attention of staff and students, and ensure that the calendar provides time for Mission and Ethos CPD.

7.3 Head of Catholic Life

The Head of Catholic Life will:

- Be a point of contact for all staff for matters pertaining to Catholic Life and Mission.

⁷To Love You More Deeply: The Prayer and Liturgy Directory, CES 2023, p.16.

- Identify and meet the training needs of those involved in chaplaincy.
- Oversee the organisation of Catholic Life and Mission within the college.
- Assist with the planning and preparation of key liturgical celebrations, including major feasts and seasons.
- Lead staff in termly opportunities to come together in prayer and reflection.
- Plan meaningful Catholic Life and Mission CPD for all staff on an annual basis.
- Ensure that the website reflects the Catholic Life and Mission of the college community.
- Lead the monitoring of collective worship and ensure that this is regularly evaluated.
- Develop links with parents and the local parish and religious community.
- Introduce new staff to the Mission and Ethos of Carmel College as a Catholic college.
- Provide spiritual development for parents and other interested parties (CSI Framework 143).

7.4 Chaplain

The Chaplain will:

- As the prayer and liturgy coordinator, will make prayer and worship engaging and meaningful for staff and students, and central to college life.
- Increase opportunities for our young people to participate in the prayer life of their college.
- Ensure there is an Annual Plan of Provision (APOP) for prayer and liturgy across the college year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments.
- Develop whole-college spirituality events, including retreats and liturgies.
- Develop events associated with the Catholic Life and Mission of the college that will enhance the personal development of our students.
- Support the monitoring of collective worship.
- Support the delivery of meaningful daily and weekly prayer and reflection.
- Model the Catholic Life and Mission through enthusiasm for and participation in prayer and liturgy.
- Support students in liturgical formation, so that they take an active role in preparing and evaluating prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation.
- Ensure that resources to support the planning of prayer and liturgy are appropriate and readily available to staff and students.
- Ensure that induction on prayer and liturgy takes place for new members of staff as required.
- Ensure that staff have access to effective training and formation opportunities.
- Ensure that monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies.

- Report the monitoring of prayer and liturgy to the Principal and governing body to support whole-college development and the Catholic life of the college.
- Collaborate with local clergy and parishes.
- Maintain liaison with the Archdiocesan Advisory Service and others to keep up to date with best practice.
- Encourage involvement in prayer and liturgy.

7.5 Catholic Life Inclusion and Engagement Co-ordinator

The Catholic Life Inclusion and Engagement Co-ordinator will:

- Support the Catholic ethos and mission of the College through inclusive and engaging practice.
- Lead on inclusion and engagement within Catholic Life, encouraging participation from internal and external stakeholders.
- Help ensure opportunities for spiritual development are accessible and meaningful for students, staff, parents and the wider community, including those of other faiths or none.
- Support communication with parents, parishes and the local community in relation to Catholic Life at Carmel.
- Work collaboratively with the Chaplain, Chaplaincy Team, RE Department, pastoral teams and student leaders.
- Attend, and make a positive contribution to, half-termly Catholic Ethos Group meetings.
- Support the Chaplain in ensuring that all members of the College community are offered opportunities for spiritual development and support appropriate to their stage in faith.
- Support the Chaplain in planning for sacramental life, prayer, celebration and reflection.

8. Overview of Prayer and Liturgy Provision

8.1 Intent

Collective worship at Carmel College aims to:

- enable all members of the community to reflect upon the mystery that is God;
- provide opportunities for students and staff to pray together;
- stimulate students' imagination and provoke a desire for personal meaning;
- allow students to grow in liturgical understanding with specific reference to the Catholic tradition;
- help members of the community to respond to life's challenges, enjoy celebrations and find comfort and consolation at times of difficulty;
- give opportunities for silent contemplation, reflection, personal response and prayer;

- provide opportunities for students to experience a range of the liturgical treasures of the Church, for example liturgical music and the shared repertoire of prayers;⁸
- support those who belong to the Church in their faith;
- ensure that students from other Christian traditions, other faith backgrounds or those without a faith feel welcomed and supported.

8.2 Implementation

Collective worship at Carmel College will include:

- Daily prayer in the Chapel at 8.30am and reflection online (CSI Handbook 141–2).
- Monthly Mass in the Chapel (CSI Handbook 140).
- Mass (or a service) in college for Holy Days of Obligation.
- Welcome Assemblies for Year 12 in September each year.
- Prayer and liturgy focused on the liturgical calendar and college year, for example Advent and Lent.
- Liturgies and prayer opportunities to mark the seasons of the Church's liturgical year.
- Opportunities for individual time for prayer and reflection. The College shall maintain a Chapel open at all times for staff and students exclusively for quiet prayer.
- Time for all staff to come together in prayer each week (CSI Handbook 141–2).
- End-of-term reflections for staff, led by the Head of Catholic Life, Chaplain or Catholic Life Inclusion and Engagement Lead.
- All Carmelite Saints Feast Day: a whole-college celebration on 14 November (or the closest day).
- Remembrance Day Service, with observation of two minutes' silence.
- Rosary in the Chapel throughout the months of May and October.
- Stations of the Cross in Lent.
- The Sacrament of Reconciliation, offered during Advent and Lent and available on request by contacting the Chaplain.
- Sacramental preparation, available on request by contacting the Chaplain.
- Leavers' Liturgy as part of the Leavers' Service.
- Christian Union prayer and discussion group, meeting weekly in the Chaplaincy.
- Retreat days available for the student body in October and January.
- A retreat day for a local voluntary aided primary school in the Summer Term.
- Mission Day: Catholic Social Teaching in action, for students in July.
- Time in Core RE for each student to spend a short time in prayer and/or reflection.
- Opportunities to learn about and from events in the liturgical calendar in Core RE lessons.

⁸Common prayers. Annexe to To Love You More Dearly: The Prayer and Liturgy Directory, CES 2023, p.72.

The College reserves the Blessed Sacrament in the Chapel. When the College is closed, the priest, Chaplain or Head of Catholic Life shall remove the Blessed Sacrament.

9. Resourcing

The Governors and Principal shall ensure that prayer and liturgy are fully resourced to provide a range of liturgical experiences for staff and students. Prayer and liturgy are central to the College's understanding of itself as a Catholic college, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision and dedicated spaces for prayer and liturgy.

The Catholic character of the College is reflected in religious artefacts and images on display throughout the buildings, with a crucifix in each E&V classroom and communal space. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season.

10. Training and Formation

The College shall ensure that sufficient high-quality training for those responsible for the provision of prayer and liturgy is provided, or access to it is supported, so that prayer and liturgy can be the full expression of the faith of the community of Carmel College.

- All College staff shall receive instruction in the Mission and Ethos of the College annually.
- New staff shall receive an introduction to the Mission and Ethos of the College through induction when they join.

11. Monitoring and Evaluation

To support and develop prayer and liturgy in the College, provision will be monitored and evaluated. The process is cyclical: the outcomes of evaluation will inform future planning.

Evaluation shall be undertaken by those who participate in the particular prayer or liturgy. It should consider the quality of the provision for prayer and liturgy and how it fulfils the principles found in the Prayer and Liturgy Directory.

Records of planning, monitoring and evaluation shall be maintained by the Head of Catholic Life, who shall produce an annual Self-Assessment Report which will be evaluated as part of the whole-college self-assessment review process.

12. Review

This policy shall be reviewed every three years as part of the regular cycle of policy review conducted by the Governing Body.

13. Approval

This Prayer and Liturgy Policy has been approved and adopted by the Governing Body of Carmel College.

Equality Impact Assessment

Question	Response
1. Name of policy being assessed	Prayer and Liturgy Policy
2. Summary of aims and objectives of the policy	• To place prayer and liturgy at the heart of the Carmel College Mission, inspired by John 10:10, so that every student and member of staff can flourish intellectually, personally and spiritually; • To provide daily prayer, monthly Mass, the sacraments and liturgies of the Church's year, in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church and the College's Articles of Government; • To offer prayer and liturgy that is invitational and inclusive of those within the Church, those for whom college is their first experience of Church, and those of other Christian traditions, other faiths or none; • To live out the Carmelite charisms of contemplation, community and service, and to link prayer with action through Catholic Social Teaching; and • To set out clear responsibilities, resourcing, training and monitoring arrangements, in line with the CES Prayer and Liturgy Directory (2023) and the CSI framework.
3. What involvement and consultation has been done in relation to this policy? <i>(e.g. with relevant groups and stakeholders)</i>	• Policy drafted by the Head of Catholic Life (and the Chaplain, based on the CES Prayer and Liturgy Directory (2023) and the CSI framework. • Draft reviewed by Vice Principal (Curriculum, Quality & Pastoral) for initial feedback.
4. Who is affected by the policy?	• Students, including those with SEND and in Foundation Learning, and adult learners • All staff, including those leading prayer in E&V and Core RE • Parents and carers • Governors • Visiting clergy, parishes and partner schools
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	• Evaluation of prayer and liturgy by those who take part, including student voice, feeding into future planning • Annual Self-Assessment Report including a section on prayer and liturgy, prepared by the Head of Catholic Life, considered by governors as part of whole-college self-assessment

	• Half-termly Catholic Ethos Group meetings, including the Catholic Life Inclusion and Engagement Lead • Monitoring of participation, prayer room use and any requests to withdraw, broken down by student group where data allows • External evaluation through CSI inspection • Triennial review of the policy by governors, or sooner if guidance changes
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Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability	Positive impact	The policy commits to inclusive provision that takes account of the spiritual and educational needs of all. The Chapel, prayer room and main liturgy venues are used by students and staff with a range of physical, sensory and learning needs, including Foundation Learning students.	Ensure all venues are accessible; adapt liturgies with clear language, visual and sensory elements, large-print and digital resources; provide hearing loop or captions for major services; consult ALS on individual needs.
Gender reassignment	Neutral impact	All are welcome to take part in prayer and liturgy on the same basis. Some individuals may perceive aspects of Church teaching as less inclusive of their identity.	Ensure the language and content of college prayer is welcoming and affirms the dignity of every person, made in the image and likeness of God; pastoral support available through the Chaplaincy and Safeguarding/ Wellbeing teams.
Marriage or civil partnership	Neutral impact	The policy applies equally to all, regardless of marital or civil partnership status. No differential impact identified.	
Pregnancy and maternity	Neutral impact	No differential impact identified. Prayer and liturgy are invitational, so pregnant students and staff can take part as they feel able.	Ensure seating and comfortable access are available at all services, including standing-room events.
Race	Positive impact	Carmel serves a diverse community from many ethnic	Reflect the cultural diversity of the

		backgrounds. Prayer and liturgy that celebrate the universal Church, together with Holocaust Memorial Day, Remembrance and the Interfaith Group, promote good relations between groups.	community in music, languages, readings and intercessions; monitor participation by ethnicity where data allows.
Religion or belief	Positive and potential negative impact	Positive: Catholic students and staff are supported in their faith through daily prayer, monthly Mass and the sacraments. Potential negative: as a Catholic college, worship follows Catholic rites, which may feel less relevant to students and staff of other Christian traditions, other faiths or none.	Provision is invitational, not compulsory; sixth form students may choose to withdraw, and this is respected. A multi-faith prayer room with washing facilities is provided, and observance (e.g. Friday prayers, Ramadan) is accommodated where possible. Those who do not receive Communion are invited to receive a blessing. The Catholic Life Inclusion and Engagement Co-ordinator promotes participation by all. The College's Catholic character is made clear to applicants. Carmel college is a Catholic college for the whole community, not a college only for the Catholic community.
Sexual orientation	Neutral impact	All are welcome to take part in prayer and liturgy on the same basis. Some individuals may perceive aspects of Church teaching as less inclusive of their identity.	As for gender reassignment: ensure college prayer is welcoming to all and pastoral support is available.
Sex (gender)	Neutral impact	Students and staff of all sexes are invited to plan, lead and take part in prayer and liturgy, including as readers, musicians and ministers of welcome. In line with Church norms, Mass is celebrated by a priest.	Monitor student leadership of prayer to ensure balanced participation of male and female students.

Age	Positive impact	The policy recognises that sixth form students, as young adults, may choose for themselves whether to take part. Provision is adapted to students' age and capacity, and supports their progressive participation and leadership. Staff of all ages take part on the same basis.	Ensure provision is suitable for adult learners as well as 16–18 year olds.
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Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	Collective worship follows Catholic rites, as required by the College's Articles of Government and its Catholic character, which could be experienced differently by those of other faiths or none. This is mitigated because all provision is invitational, students may choose not to take part, provision is made for other faith traditions, and inclusion is actively led and monitored. No unlawful discrimination or unfair disadvantage has been identified.	
Final Decision:	Tick the relevant Box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .	✓	The policy provides inclusive, invitational prayer and liturgy for the whole community, consistent with the College's Catholic character and legal duties. The actions above will be taken forward by the Head of Catholic Life and Catholic Life Inclusion and Engagement Lead, and their impact reviewed through the annual Self-Assessment Report.
2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
3. You can adapt or change the policy in a way which you think will eliminate the bias		

4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore, you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		
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