



ANNUAL PLAN OF PROVISION

Your School
Your Trust

“Scripture Quote”



ANNUAL PLAN OF PROVISION

There is a time for everything, and a season for every activity under the heavens - Ecc 3:1

EXECUTIVE SUMMARY

This yearly framework sets out the guiding principles, operational design, and central aims for Collective Worship at Our Lady and St Edwards

It is crafted in accordance with the Prayer and Liturgy Directory for Catholic Schools in England and Wales and with the Diocesan document 'Planning and celebrating Prayer & Liturgy with young people'.

This plan underscores our dedication to cultivating an enriching, welcoming, and spiritually uplifting atmosphere, where every pupil is supported in their faith development and encouraged to participate meaningfully in prayer and acts of worship.

Our approach, rooted in the diocesan guidance, ensures that Collective Worship is deeply embedded in the liturgical rhythm of our school. It is also carefully tailored to meet the spiritual requirements and developmental phases of our pupils. The pattern of prayer at OLSE—which includes daily classroom prayer, weekly Celebrations of the Word, and the marking of liturgical seasons—is intentionally structured to align with the liturgical calendar, thereby enhancing pupils' comprehension of the Church's year.

Our Annual Plan of Provision also places a high value on pupil involvement and leadership. It provides consistent opportunities for children to actively contribute to planning, preparing, and leading worship in manners that are approachable, reverent, and reflective of their individual faith experiences. Special attention is dedicated to seasonal observances, inclusive approaches, the acknowledgement of other faiths, and collaborative engagement with families and the broader community.

LINKS TO POLICY

This document supports and accompanies the School Prayer and Liturgy policy and the School Monitoring and Evaluation Policy.

Produced By: Rachel Byrne

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Next Review: 31 / 5 / 2026



SEASONAL PROVISION

ATMOSPHERE & SEASONALITY

Seasonality is something that connects us all on a very human level. When considering our approach to planning and celebrating prayer and liturgy we need to think first of when in the life of the community it's taking place. Just as the changing seasons outside help us get a feel for the time of year, so we must give special consideration to making the different seasons in the Church feel different too - [Planning and Celebrating Prayer & Liturgy](#)

	<i>Advent / Christmastide</i>	<i>Ordinary Time</i>	<i>Lent</i>	<i>Eastertide</i>	<i>Pentecost / Ordinary Time</i>
<i>Whole School</i>	Celebrations of the Word based on the Word of the Week Liturgical Catechesis Assembly "Introducing the Season of Advent..." Hymn Practice Epiphany Mass	Celebrations of the Word based on the Word of the Week Liturgical Catechesis Assembly "Introducing the Season of Ordinary Time..." Hymn Practice	Celebrations of the Word based on the Word of the Week Liturgical Catechesis Assembly "Introducing the Season of Lent..." Hymn Practice	Celebrations of the Word based on the Word of the Week Liturgical Catechesis Assembly "Introducing the Season of Eastertide..." Hymn Practice	Celebrations of the Word based on the Word of the Week Liturgical Catechesis Assembly "Introducing the Season of Pentecost..." Hymn Practice Welcome Mass Harvest Mass St Edward Feast Day Mass Remembrance Service Year 6 Leavers Mass
<i>Key Stage / Year Group</i>	KS 2 Reconciliation Service EYFS / KS 1 Nativity	St Francis of Assisi Hub Mass KS2 St Therese House Mass	KS2 Reconciliation Service Blessed Cyprian Tansi House Mass Holy Week Station of the Cross	St Joan of Arc Feast Day	First Holy Communion Mass St Alban House Mass
<i>Class Form</i>	Class Retreats Led by Lay Chaplains Travelling Nativity Daily Prayers	Class Retreats Led by Lay Chaplains Daily Prayers	Class Retreats Led by Lay Chaplains Daily Prayers Stations COTW Lent in a bag	Class Retreats Led by Lay Chaplains Daily Prayers Rosary	Class Retreats Led by Lay Chaplains Daily Prayers
<i>Small groups</i>	Chaplaincy Team	Chaplaincy Team House Captains	Chaplaincy Team House Captains	Chaplaincy Team House Captains	Eco Team House Captains
<i>Individ uals</i>	Spontaneous prayer areas themed to the season	Spontaneous prayer areas themed to the season	Spontaneous prayer areas themed to the season	Spontaneous prayer areas themed to the season	Spontaneous prayer areas themed to the season
<i>Staff</i>	Prayer before Briefing / Meetings INSET Day COTW	Prayer before Briefing / Meetings INSET Day COTW	Prayer before Briefing / Meetings	Prayer before Briefing / Meetings	Prayer before Briefing / Meetings INSET Day COTW
<i>Parent s / Comm unity</i>	Parents are invited into school for most events				



Advent is the start of the liturgical year, a time where we look forward to the coming of Christ at Christmas and also to the coming of Christ in Glory in the future. It's a time where we bring light to the darkness and journey, just as Mary and Joseph did, to toward the Birth of Christ at Christmas.

Classroom and School Environment

Colour Scheme: The Liturgical colour is Purple. We will also introduce other accents, such as the green of the advent wreath and the pink of Gaudete Sunday.

Advent Wreath: The Advent Wreath is a central element in the whole-school prayer focus. Candles will be lit during each Celebration of the word, whole school assembly or mass (if scheduled) and their symbolism explored through connected weekly scripture.

Darkness and light: We will use dark settings and candle light to show the power of light and to connect with the scripture of Advent.

Prayer and Liturgy

Morning Prayer: Each day starts with a morning prayer. During Advent, we will also focus on the Hail Mary to reflect Mary's role within the season

Service of Reconciliation: Children are given an opportunity to say sorry for their sins and grow closer to God through confession during Advent. This helps them to focus on preparing to receive Jesus at Christmas. This will be an option for everyone experience.

Whole-School Mass: The school and parent community are invited to take part in Advent Mass, in which our actions over Advent are celebrated and reflected upon and we look forward to the coming of Jesus.

Advent Celebrations: Each class will have the chance to plan and lead a special Advent Celebration of the Word focusing on the Words of the Week.

Music: The Music we use will be reflective and hopeful. It will be focused on waiting and hoping and set the tone as calm, peaceful and preparatory.

Overall Tone

Advent is a time of waiting and confident hope. We will reflect this through silence, prayer and calm reflective Prayer and Liturgy opportunities.

Spontaneous prayer spaces will enhance this expression by providing opportunities to share prayers of hope and giving people opportunities to say sorry for the things they have done wrong.

Events

Advent COTW
Advent Mass
EYFS / KS1 Nativity
Carol Concert

Resource

Purple cloths
Candles
Advent Wreath
Advent Calendar
Nativity image / set



The Season of Ordinary Time (Before Lent) This period begins after Christmastide and continues until Ash Wednesday. We will focus on Jesus' public ministry: His teachings, miracles, and parables. It is a time for growth in faith and learning to live as disciples.

Classroom and School Environment

Colour Scheme: The liturgical colour will be Green, symbolising hope and growth. Prayer tables will feature green cloths.

Focus on Gospel Stories: Displays will feature stories from Jesus' ministry, such as his miracles or parables, potentially including children's artwork.

Bible Prominence: The Bible will be displayed prominently on prayer tables.

Images of Jesus: Pictures depicting Jesus teaching and healing will be used.

Prayer and Liturgy

Morning Prayer: Daily prayers will connect with living out Jesus' message.

Focus on the Lord's Prayer: This season provides an opportunity to deepen understanding of the Lord's Prayer.

Celebration of the word: Regular Celebrations of the word will explore key Gospel passages and try where possible to connect with the Sunday Gospel.

Music: Music will be positive, joyful and reflect themes of discipleship and following Jesus.

Introduction to Saints: We focus on the saints whose feast days occur during this time and look at how they followed Jesus.

Overall Tone

Ordinary Time is a season of steady spiritual growth and learning from Jesus' example. The atmosphere will encourage positivity, growth and discipleship.

Events

Class-led Celebrations of the Word focusing on Gospel stories.
Assemblies exploring Jesus' teachings (e.g., the Beatitudes).

Resource

Green fabric.
Extra-Ordinary and Scripture Pictures or posters of Jesus' ministry.
Resources on the Lord's Prayer.
Stories of relevant saints.



The Season of Lent is a solemn period of forty days, beginning on Ash Wednesday, preparing us for Easter. It reflects Jesus' time in the desert and will focus on Prayer, Fasting, and Almsgiving as we seek to grow closer to God.

Classroom and School Environment

Colour Scheme: The primary liturgical colour will be Purple (or Violet), signifying repentance and preparation. Prayer tables will use purple cloths.

Simple Decorations: The environment will be simpler, reflecting the solemn nature of Lent. Flowers are generally removed as are extra decorations such as statues and images.

Ashes: Ash Wednesday ashes serve as a reminder of our need for repentance and we will keep ash on our prayer tables to remind us of the season.

Stations of the Cross: Images depicting the Stations will be displayed as a focus for reflection.

Prayer and Liturgy

Morning Prayer: Daily prayers will be more reflective, focusing on themes of forgiveness and seeking God's help. They will also feature silence to begin each day.

Service of Reconciliation: This will act as focal point during Lent to help young people reflect on the things they need to change.

Focus on Lenten Practices: Children will be encouraged in prayer, fasting, and charitable giving (almsgiving) such as the Big Lent Walk

Whole-School Mass/Celebration: Will not feature the Alleluia or Gloria and will be simple and reflective in tone.

Music: Music will be more subdued; any upbeat songs of praise and the "Alleluia" is omitted.

Overall Tone

Lent is a time of quiet reflection, repentance, and hopeful preparation for Easter. The atmosphere will be calm and contemplative with lots of opportunities for silence and space.

Events

Ash Wednesday Liturgy
Service of Reconciliation
Class led Lenten prayer times
Fundraising events for a chosen charity
Leading the parish in Stations of the Cross
Holy Week Celebrations (where they fall in term time).

Resource

Purple fabric.
Stations of the Cross images
A simple wooden cross.
Collection boxes for Lenten charities.
Lenten calendars
Lent in a bag



Eastertide is the most important liturgical season, celebrating Jesus' resurrection for fifty days, from Easter Sunday to Pentecost. It is a time of profound joy, celebrating new life and Christ's victory over sin and death.

Classroom and School Environment

Colour Scheme: The liturgical colours will be White or Gold, representing joy, light, and glory. Prayer tables will reflect these colours.

Easter Symbols: Decorations will be bright, featuring symbols of new life like flowers and butterflies. The Paschal Candle, representing the Risen Christ, will be prominent.

"Alleluia!" Prominent: This joyful acclamation will be displayed and used frequently.

Empty Tomb Displays: Visual representations of the empty tomb will signify the resurrection

Prayer and Liturgy

Morning Prayer: Daily prayers will express joy and thanksgiving for the resurrection. "Alleluia" will be used as a response where appropriate.

Whole-School Mass/Celebration: Eastertide masses will be vibrant and joyful, with lots of music and input.

Class Celebrations: Classes will lead celebrations focusing on resurrection appearances and the Eastertide Words of the Week.

Music: Music will be uplifting, joyful and happy.

Overall Tone

Eastertide should be a time of immense joy, hope, and the celebration of new life. The atmosphere will be one of celebration.

Events

Whole-school Easter Celebration of the Word & Mass.

Resource

White or Gold fabric.
A Paschal Candle or representative candle.
Flowers and symbols of new life.
Banners.
Easter story resources focusing on the resurrection.
Joyful Easter hymns and songs.

Pentecost occurs fifty days after Easter, concluding the Easter season. We will celebrate the coming of the Holy Spirit upon the Apostles, empowering them for mission. It is often referred to as the birthday of the Church.

Classroom and School Environment

Colour Scheme: The liturgical colour will be Red, symbolizing the fire and power of the Holy Spirit. Prayer tables will use red cloths.

Symbols of the Holy Spirit: Decorations will include symbols such as doves, flames, and representations of wind.

Global Church Focus: Displays may represent the universal nature of the Church, united by the Spirit.

Gifts of the Spirit: Words or symbols representing the Gifts and Fruits of the Holy Spirit will be displayed

Prayer and Liturgy

Morning Prayer: Prayers will focus on asking the Holy Spirit to lead and inspire us.

Understanding the Holy Spirit: We will provide opportunities to learn about the Person and work of the Holy Spirit.

Whole-School Mass/Celebration: A Pentecost Mass or Celebration of the Word will celebrate the gift of the Spirit and the mission of the Church.

Music: Music will be joyful and energetic, reflecting the power of the Holy Spirit.

Overall Tone

Pentecost is a season emphasises living out faith and missionary discipleship. The atmosphere will encourage the living out of Christ's teaching and encourage us to go out to the whole world..

Events

Whole-school Pentecost Celebration of the Word or Mass.

Classroom activities exploring the Gifts and Fruits of the Holy Spirit.

Prayers for the mission of the Church.

Resource

Red fabric.

Symbols of the Holy Spirit (doves, flames, wind representations).

World map or images of global diversity.

Posters naming the Gifts and Fruits of the Holy Spirit.

Texts of prayers to the Holy Spirit.

PROVISION

RHYTHM OF PRAYER & LITURGY

When we look at more formal gatherings, such as Celebrations of the word and the variety of opportunities to experience prayer and liturgy in school, we must also look at the rhythm that each day / week / term takes and start to make decisions about how to further embed the seasons into the experiences of our community. The opportunity to use different start and end of day prayers for example, or to offer extra opportunities during different seasons, such as reconciliation during Advent and Lent, can all help shape an awareness for all people of the Church's liturgical year. The important aspect to remember is to be deliberate and purposeful in shaping a rhythm of prayer and liturgy that is in harmony with the liturgical year, and that is engaging and accessible for all. - **Planning and Celebrating Prayer & Liturgy**

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Whole School</i>	Word of the Week COTW Hymn Practice				Celebration Assembly
<i>Key Stage / Year Group</i>	House Mass		Year 3 and 4 Choir	Year group Retreat afternoons led by Lay Chaplain	
<i>Class / Form</i>	Morning prayer Grace before meals Grace after meals Prayer at the end of the day	Morning prayer Grace before meals Grace after meals Prayer at the end of the day	Morning prayer Grace before meals Grace after meals Prayer at the end of the day	Morning prayer Grace before meals Grace after meals Prayer at the end of the day	Morning prayer Grace before meals Grace after meals Prayer at the end of the day
<i>Small groups</i>				Paired COTW	
<i>Individuals</i>	Prayer stations	Prayer stations	Prayer stations	Prayer stations	Prayer stations
<i>Staff</i>			Prayer to begin staff meeting		Prayer to begin staff briefing
<i>Parents / Community</i>					Celebration Assembly

LOCAL CONTEXT

August	September	October
	Welcome Back COTW A New School Year Mass St Therese of Liseux Feast Day	St Francis Feast Day St Edward Feast Day Harvest liturgy
November	December	January
All Saints Day Remembrance Day Feast of Christ the King Parish Mass	Weekly Advent Liturgies Advent Reconciliation EYFS / KS1 Nativity Christmas Carol Service	Epiphany Mass Blessed Cyprian Tansi Feast Day
February	March	April
Our Lady of Lourdes Feast Day Ash Wednesday Mass	Lent Reconciliation Lent COTW Stations of the Cross Holy Week	Easter Mass Retreat Afternoons – KS2
May	June	July
Rosary led by KS2	St Joan of Arc Feast Day St Alban Feast Day St Peter and Paul Feast Day Mass	Year 6 Leaver's Mass

WEEKLY PLANNER

Word of the Week

Monday

Opportunities & Resources

Tuesday

Evaluation

By:

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Wednesday

Inclusion & Accessibility

Thursday

Friday

Saturday / Sunday

Updates / News

EVALUATION & MONITORING

Monitoring and evaluation is integral to pupils' spiritual development, gathering information on actual practice to

- foster whole-school self-evaluation, reflection, and improvement in Prayer and Liturgy. It aims to:
- Foster whole-school self-evaluation, reflection, and improvement in Prayer and Liturgy.
- Ensure alignment with Catholic "rites, practices, discipline, and liturgical norms" (PLD, 4.1, 8.1).
- Promote excellent learning and teaching in this area, identifying and sharing best practice.
- Ensure school policies and planning for Prayer and Liturgy are being successfully carried out.
- Fulfil pupils' entitlement to "experience a range of the liturgical treasures of the Church" (PLD, 8.1).
- Identify staff development needs in liturgical formation.
- Use data to review progress, recognise achievement, and inform targets and future planning.
- Celebrate progress and success in our Prayer and Liturgy provision.

Area	Focus of Monitoring & Evaluation
Quality & Appropriateness	Adherence to Catholic tradition, liturgical norms, and school policy. Reflection of liturgical seasons and the "Word of the Week." Centrality of Scripture. Authentic use of music, silence, symbols, sacred space, and prayer focuses, reflecting the "language of the senses."
Participation & Engagement	Evidence of "full, conscious and active participation" (PLD, 3.3). Inclusivity, "respecting the dignity and identity of those involved." Quality of pupil leadership in planning and delivery. Progression in pupils' participation skills and liturgical understanding. "Behaviour of children and staff."
Impact & Outcomes	Contribution to pupils' SMSC development. Deepening of faith and "relationship with Christ." Strengthening of "school's Catholic ethos and mission" (PLD, 1.1) and "visibility of school ethos and Catholic Mission." Development of a praying community reflecting "Gospel values of Christ."
Planning, Resourcing & Leadership	Effectiveness of the "Annual Plan of Provision" (PLD, 4.2) and planning coverage. Adequacy of resources: time, budget for "worthy equipment" (PLD, 8.1), prayer spaces. Quality of staff "liturgical formation" (PLD, 3.3). Clarity of roles and links with clergy.

EVALUATION & MONITORING

This systematic review cycle informs the School Development Plan.

Planning & Action Stage	Activities & Focus	Methods & Evidence Gathering
1. Strategic Planning (Annual)	Review/develop Prayer & Liturgy Policy and the "Annual Plan of Provision" (APOP). Set annual focus. Schedule key liturgical events. Allocate budget.	APOP, Governors' minutes, School Development Plan, budget. Consultation with clergy.
2. Operational Planning (Termly)	Detailed termly planning. Resource preparation. Liaison with staff/pupil leaders/clergy. Schedule M&E activities.	Termly plans, staff meeting minutes, "Monitoring Calendar" entries.
3. Implementation & Short-Term Planning (Daily/Weekly)	Daily classroom prayer. Weekly assemblies/Celebrations of the Word. Preparation for specific liturgies. Pupil involvement.	Prayer & Liturgy plans, pupil planning sheets.
4. Monitoring & Gathering Evidence (Ongoing)	Systematic collection of information on "actual practice."	Floor books, Planning Sheets, Social Media, Pupil, Teacher and Parent voice.



INCLUSIVE PRACTICE

As Pope Francis articulated in 2014, 'Unity does not imply uniformity; it does not necessarily mean doing everything together or thinking in the same way. Nor does it signify a loss of identity. Unity in diversity is actually the opposite: it involves the joyful recognition and acceptance of the various gifts which the Holy Spirit gives to each one and the placing of these gifts at the service of all members of the Church.'

At Our Lady & St Edwards, we are committed to ensuring that every opportunity for prayer and liturgy is inclusive, addressing the diverse needs of all our children. Echoing best practice across our curriculum, we make specific adaptations and implement targeted provisions. We understand that while these are vital for some pupils, they ultimately enrich the experience for everyone. Our approach is guided by a mindful consideration of four key aspects—Seasonality, Scripture, Senses, and Structure—to ensure all needs are met, enabling full participation and equal access to spiritual development for every child.

Seasonality: We enhance engagement through a variety of stimulating visual aids, incorporating different shapes, colours, and the thoughtful use of light to reflect the liturgical period.

Scripture: While ensuring all children encounter the Word of God, our staff may adapt by focusing on fewer lines of scripture, using shorter, age-appropriate narratives, or displaying printed scripture on screens with dyslexia-friendly coloured backgrounds. Actions from the scripture might be incorporated into response or reflection times to deepen understanding.

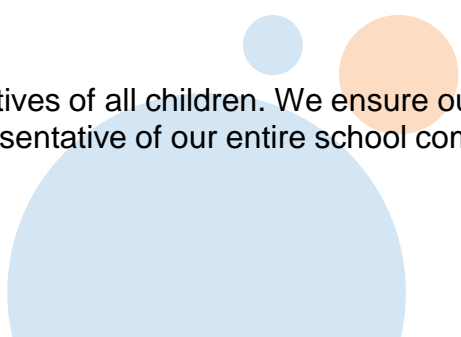
Senses: Recognising that children explore and connect with prayer and liturgy in varied ways, we ensure each Celebration of the Word or prayer session offers something to see, hear, consider, and do. Adaptations for reflection might include children drawing their responses instead of writing, strategic pairing to support needs, or individual adult assistance where beneficial.

Structure: The established pattern of Gather, The Word/Scripture, Response, and Mission offers a familiar and comforting routine, which many of our pupils find reassuring. This inherent predictability in our Celebrations of the Word fosters stability, certainty, and a sense of security. This 'now and next' framework, sometimes requiring further explanation for individual children by a peer or adult, promotes inclusivity and ensures all pupils, including those with Special Educational Needs and Disabilities (SEND), understand what is occurring.

Further measures to support our pupils with SEND include providing enlarged Mass responses on tablets for those with visual impairments, offering ear defenders during musical parts of worship, and ensuring seating arrangements are conducive to individual needs (e.g., placing children who benefit from movement breaks at the end of rows or near exits, or allowing small sensory aids to aid calmness and focus).

We also give careful thought to appropriate lighting and whether a projector is needed in the classroom, if lights should remain on, or if an outdoor setting might be more suitable. All such considerations are aimed at enabling full and active participation.

Evaluations of our acts of worship consciously include the perspectives of all children. We ensure our Chaplaincy Team, and other pupil leadership teams, are truly representative of our entire school community, irrespective of individual needs






OTHER FAITHS

At Our Lady & St Edwards, we deeply cherish the diversity within our school community. While we may have a smaller number of children from other faith backgrounds, we are dedicated to supporting them by acknowledging and respecting their personal beliefs, while also creating opportunities for them to participate in our collective worship in a way that is comfortable for them. All Celebrations of the Word and prayer opportunities commence with an invitation to join in, allowing those who may choose not to perform specific actions (such as making the sign of the cross) to still listen and engage respectfully.

Where feasible, we seek to identify and highlight connections with other faiths, sharing and valuing these commonalities. For instance, central themes like fasting are significant in the Islamic faith and align well with the period of Ramadan (which some of our pupils observe) and the Christian season of Lent. Drawing such parallels and providing platforms for children of other faiths to discuss and share their traditions not only helps them feel recognised and supports our provision for the British Values of Tolerance and Mutual Respect.

We place great importance on a strong partnership with parents and continually strive to develop our relationships and mutual understanding. To this end, we aim to ascertain, through open dialogue, what our parents from other faith backgrounds wish for their child regarding their experience of Prayer and Liturgy at OL. This collaborative approach fosters mutual respect and allows us to cater effectively to the needs of both the child and their family.

We uphold the right of families to withdraw their child from prayer and liturgy, following a discussion, if this is deemed to best meet their needs. Before such a decision, we engage with parents, and with older children, to explain what these prayer and liturgy opportunities entail and how their child could be included. Parents are welcome to provide input on aspects such as seating or any prior support that might be helpful for their child. This approach has led to active inclusion and a sense that families are genuinely valued. This principle also extends to opportunities such as Reconciliation. For example, engagement with our Parish Priests before such sacraments are offered in school allows children of other faiths to feel comfortable having an informal 'chat' with the priest during the Sacrament of Reconciliation, should they wish, without feeling excluded from the occasion.





SKILL STRATEGY

A document such as this, which makes clear how young people grow and progress in prayer and liturgy, can help clarify the journey young people and staff will make as part of the community. Regularly reviewing the progression map can then help ensure that a spirit of growth and formation is continually fostered to ensure that prayer and liturgy remain engaging and accessible to all. **-Planning and Celebrating Prayer & Liturgy with Young People**

