

St Matthew Academy

COLLECTIVE WORSHIP Policy

St Matthew says '*let your light shine.*'

At St Matthew Academy we let our light shine by:

- Growing our inclusive, caring Catholic community
- Nurturing faith, discovering talents and cultivating ambition
- Transforming each other through integrity, courage and service

enabling everyone at St Matthew Academy to flourish.

Date of approval	Autumn 2022
Date of review	Autumn 2023

1. Introduction

At the heart of our Academy ethos is our belief in promoting an 'inclusive, caring, Catholic community.' This means we welcome pupils and staff from every faith and none; we encourage everyone to take responsibility for their actions and words; we develop our students respect for other faiths and we learn together within the Gospel Values. Collective worship is a key tenet to the life of St Matthew Academy (SMA). Collective Worship offers an opportunity to reflect on Gospel values, our own Academy mission and issues in the context of our Catholic ethos.

1.1 The Nature of Collective Worship

We believe that Christian worship in a Catholic school is concerned with giving worship, glory, honour and praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit. Our motto; 'Let Your Light Shine' is taken from St Matthew's Gospel and captures our belief in the unique quality and ability of every individual. Our aim is to ensure that the talents and strengths of every young person is nurtured, encouraged, developed and celebrated. Collective worship affords our pupils and staff the opportunity to nurture, develop and celebrate their faith.

Liturgy and prayer provides the pupils and staff the opportunity to:

- Praise and worship God;
- Engage in the Sacramental Life of the Church
- Experience a variety of styles of prayer and liturgy;
- Reflect on spiritual and moral issues
- Foster and nurture relationships
- Respond to and to celebrate life
- Experience a sense of belonging and to develop community
- Nurture a common ethos and shared values
- Enrich religious experience and spiritual growth
- Grow in liturgical understanding and development
- Take time out to 'wonder at', 'to come to terms with' and 'to give worth to'
- Participate and respond, through active involvement in the planning, leading, presentation and evaluation of prayer and liturgy
- Be inspired into action

2. Leading Worship

Worship has a variety of leaders from both within the Academy including pupils, particularly our Light Bearers and from the local parish clergy. Visitors are welcome to lead collective worship particularly at key liturgical dates for example Ash Wednesday services, Lent, Easter and at Academy events of the year for example the Year 6 and 11 'Moving On' Masses or Liturgy. Prayer and liturgy is led by staff members delivering assemblies, including senior leaders, Directors of Learning, Heads of House, members of our Equality and Diversity Team and our Chaplaincy Team. The theme of our collective worship each week is shared in our termly prayer books and this links to our assembly themes. Prayer and liturgy is also led by class teachers in the primary phase and our form tutors in the secondary phase.

3. Collective Worship Settings

Collective worship takes place in a variety of settings across the Academy including the prayer room, school hall, classrooms and on occasions in places of worship or at other key events for example 'Picnic and Praise' or at retreats. For further information, see Appendix 1.

3.1 Planning Acts of Collective Worship

Acts of collective worship are carefully planned by the Chaplaincy Team to ensure a balance between content and experience. Leaders of collective worship within assemblies, including the pupils, plan the content and activities included in Worship according to what is most appropriate to the theme or season, and key stage.

Prayer and liturgy is an imperative part of worship. Staff and pupils are invited to participate. We follow the seasons of the Catholic Church year and within this significant festivals and special days are observed. These include Harvest, Christmas, Ash Wednesday, Lent, Easter and Pentecost and the Feast of St Matthew. These are included in our Academy calendar each year.

The Academy comes together each day as a form group, a year group, a House or as a staff for prayer and or liturgy and reflection. On each of these occasions 'we gather', 'we listen', 'we respond' and 'we go forth'.

- '*We gather*' by lighting the candle at the start of assembly and in our form rooms. In form rooms, the 'At prayer please wait' signs should be placed on the doors.
- '*We listen*' in assembly to the opening scripture or prayer and to the messages from the theme of the assembly on the day. In form time '*we listen*' to the short scripture in the prayer book for the week and to the message at the beginning.
- '*We respond*' in the assembly in prayer, by singing, in reflection or in silence. In form time '*we respond*' in prayer using the prayer book, through individual prayers, in reflection or in silence.
- '*We go forth*' by considering the theme of the assembly and prayer book that week. Staff and pupils consider what they have been asked to do and make a commitment to be inspired into action.

See Appendix 1 and 2 for further guidance for staff on Collective Worship in Assemblies and Form Time Prayer.

3.2 When Collective Worship takes place

Prayer and Liturgy are an integral part of our daily life at St Matthew Academy. Pupils and staff are afforded time every day to come together for Collective Worship.

- In the morning this takes place with class teachers in the primary phase and form tutors in the secondary phase during morning tutor time.
- Each week every phase/year group attends two assemblies on designated days. (See Assembly Schedules

Primary Phase		Secondary Phase	
Phase Assembly	KS1 and KS2	SLT Assembly	Each year group
Friday Celebration Assembly	Whole Primary Phase	Director of Learning Assembly	Each year group

- On special occasions, extra assemblies may occur to respond to special Academy or global events.
- In addition, we provide all pupils with the opportunity to take part in guided meditation and a programme of retreats.
 - All pupils are invited to take part in guided meditation in our prayer room during the course of the academic year.
 - A programme of retreats is planned to allow pupils across all phases to experience a retreat during the school year and during the course of their time at the Academy for pupils to experience a retreat; in school, locally, a day retreat at Aylesford Priory and a residential retreat.
- Special prayer opportunities are provided during Lent and Advent or for other faiths for example during Ramadan for Muslims

- Assemblies are part of a coherent plan devised by the Deputy Headteacher responsible for Catholic Life and Mission across the Academy and should not be changed, disregarded or unfulfilled without consultation with the Senior Leadership Team
- The assembly theme choices are guided by the Liturgical calendar, the seasons of the year, Saint's Days, Holy Days of Obligation, Charity initiatives and responses to global disasters and incidents or events particular to the school community. Our assembly themes are usually reflected by our termly academy prayer book.

4. Spiritual, Moral, Social & Cultural (SMSC)

Acts of collective worship will aim to:

- Nurture and maintain the dignity of the image of God (imago dei) in human beings through working for social justice and encouraging students to consider the needs of others through charitable service;
- Foster, develop and nurture reflection, meditation and prayer
- Provide pupils with opportunities to explore the spiritual elements of their lives through music, images and words
- Develop clear partnerships between worship in the Academy and the wider community.

4.1 Inclusive

SMA is an inclusive caring Catholic community which endeavours to mirror the attitude of Christ in the Gospels. Therefore, we welcome pupils and staff of all faiths and none. Through their Christian character our acts of collective worship will:

- Have an atmosphere in which everyone feels valued and safe
- Recognise and celebrate the diversity of cultures and faiths which exist in our school and local community.

4.2 Educational

Our acts of collective worship provide wider opportunities to:

- Reflect the aims of the Academy, and foster wide ownership of our core values
- Assist learners to have increased awareness and to reflect upon fundamental issues about life
- Encourage opportunities for extra - curricular work
- Develop learners' understanding of the Christian faith and Catholic practice through appropriate Biblical and liturgical content
- Develop opportunities for Christian celebration which can be associated with other school events.

5. Legal Requirements

Collective Worship by law should be provided daily.

5.1 Withdrawal

Parents have a right to withdraw their child from all or any acts of worship. In the first instance we ask parents who may wish to exercise this right, to visit the academy to speak with the Headteacher, Head of Primary or Assistant Headteacher (RE & Catholic Life).

6. Policy Monitoring and Review

The policy is monitored by the Deputy Headteacher responsible for Catholic Life and Mission. It is evaluated and reviewed by our governors every two years.

Appendix 1

Secondary from Secondary Staff Handbook

Collective Worship: Assemblies and Form Time

Collective Worship

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- Experience a sense of belonging and to develop community
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- Enrich religious experience and spiritual growth
- Grow in liturgical understanding and development
- Take time out to 'wonder at', 'to come to terms with' and 'to give worth to'
- Participate and respond, through active involvement in the planning, leading, presentation and evaluation of prayer and liturgy
- Be inspired into action

The Academy comes together each day as a form group, a year group, a House or as a staff for prayer and or liturgy and reflection. On each of these occasions 'we gather', 'we listen', 'we respond' and 'we go forth'.

- '*We gather*' by lighting the candle at the start of assembly and in our form rooms. In form rooms, the 'At prayer please wait' signs should be placed on the doors.
- '*We listen*' in assembly to the opening scripture or prayer and to the messages from the theme of the assembly on the day. In form time '*we listen*' to the short scripture in the prayer book for the week and to the message at the beginning.
- '*We respond*' in the assembly in prayer, by singing, in reflection or in silence. In form time '*we respond*' in prayer using the prayer book, through individual prayers, in reflection or in silence.
- '*We go forth*' by considering the theme of the assembly and prayer book that week. Staff and pupils consider what they have been asked to do and make a commitment to be inspired into action.

Assembly

Each year group will have two assemblies a week; one is the SLT or House assembly and other is the Director of Learning (DOL) assembly. Assemblies are an opportunity for the year group to come together in collective worship, to reflect on the assembly theme for the week, as well as address any issues within the year group, positive or negative. The SLT assembly will take place in the Main Hall and the DoL assembly will usually take place in the Sports Hall or Drama Studio unless otherwise stated. Assemblies are led by either member of SLT, a DoL, Head of House, The Light Bearers, Form Groups and other members of staff according to the assembly programme.

Preparing for Assembly

Assemblies remain as important as ever and so when preparing for an assembly (live or recorded), Form Tutors and any supporting staff should:

- Make sure that all pupils are in their seats and remain seated for the duration of the assembly
- Pupils are sat upright, able to engage in the assembly, in their full school uniform.
- Ensure all pupils are silent during the assembly. No conversations should be taking place.

Directors of Learning and attached staff are to join the assembly to share in the experience with the pupils.

1. *We gather*

The staff member leading the assembly will signify the start of assembly by lighting the candle on table with our Crucifix, by making the Sign of the Cross and then by greeting the pupils and staff.

2. *We listen*

The staff member leading the assembly should then begin their assembly with scripture and or prayer which is linked to the theme of their assembly but may also choose to use:

- A poem
- A hymn or song
- A reflection with the opportunity for pupils to pray or reflect on the message
- *The school prayer should only be said if in context to the theme of the assembly
- Prayer resources or ideas for reflection will be available to staff if needed and can be located as follows: [T:\Assemblies 2022-2013](#) The SMA assembly PPT template which should be used for all assemblies is also saved in the [T:\Assemblies 2022-213](#)

Staff may wish to use pupils to lead the scripture reading or prayer when delivering a live assembly or a pre-recorded assembly.

The staff member leading the assembly will then continue with the theme of their assembly, giving pupils the opportunity to listen, reflect and develop spiritually and morally.

3. *We respond*

Staff members leading the assembly should provide all pupils and staff participating to respond to the scripture and theme of the assembly with a prayer or reflection and the opportunity to pray silently for their own intentions, for example: *"Let us now pray or reflect in a moment of silence for our own personal intentions."*

4. *We go forth*

Staff members leading the assembly should ensure that pupils have the opportunity to consider what they have been asked to do as a result of the assembly and how they might be inspired into action following the assembly.

Remote assemblies

If staff need to deliver an assembly remotely, then a slide on the screen with an image of a candle can be used during the Collective Worship. This may depend on the form of the Collective Worship taking place. The expectation is that when assemblies live streamed or recorded in the hall, staff should light the candle.

During the Assembly

Staff should continue to supervise their tutor group but also remember assemblies are an opportunity to develop a feeling of unity among all the pupils.

Form Time Prayer

Prayer is an integral part of form time each day and every morning, form time should begin with prayer. A prayer book is produced each term containing prayers, which relate to the prayer and assembly themes for the week, Common Prayers, the Academy Prayer and a guided meditation which can be used in form time. Form Tutors should encourage pupils to take responsibility for leading the prayer each day and should support them to do this so that all pupils have the chance to do so. A tutor may decide to create a rota to decide who

leads the prayer each day or week and although a prayer book is produced for each term, a tutor can encourage pupils to prepare in advance to read their own prayers and to share prayer intentions with the form if they choose to do so.

The prayer book provides guidance on leading the 'Daily Act of Worship' in form time each day. Three days a week when there is no assembly the Daily Act of Worship takes place immediately after registration.

It is the **QUALITY** of this time that is most important. The SMA community supports pupils to become more **REFLECTIVE** and therefore it is essential that the prayer time is **NOT RUSHED** and there is a time of silence.

Daily Act of Worship

1. Place "At prayer please wait" notice on form room door.
2. Prayer begins with the Sign of the Cross. "In the name of the Father and of the Son and of the Holy Spirit. Amen."
3. Each day a daily prayer can be found in the form prayer book and this can be followed by a short time for pupils to share prayer in silence of their own hearts or out loud. A Common Prayer found at the front of the prayer book could follow this.
4. The prayer is ended by saying "St Matthew pray for us" and the sign of the cross "In the name of the Father and of the Son and of the Holy Spirit. Amen."
5. Pupils may lead the prayer time, however it is essential that the Form tutor ensures that the time is reflective and has a clear beginning and end.

Appendix 2 Assembly Protocol

Entering the Assembly Hall

Staff and pupils should enter the main hall in silence after line up. All coats and bags should be taken off before entering the main hall for assembly. Two pupils should hold the door open at either entrance to the main hall with signage stating "Silence". Each tutor group will walk along the outer side of the chairs (along the path closest to the walls) before entering into the designated row of seats for their tutor group.

Front of the Main Hall

R1
R2
T1
T2

M1
M2
7T3/8M3/9R3/10T3

Front of the Main Hall

11EN1
11EN2
11MA1

11MA2
11SCI
11AIM

Role of the Director of Learning and Attached Member

The DoL should be present at the front in the main hall before pupils and staff enter. The DoL should inform tutors which direction and side of the hall pupils should be seated. Pupils should enter the hall and walk along the outer side of the chairs (along the path way closest to the walls) before entering into the row of chairs before being seated. The attached member should be at line up supporting pupils into the main hall.

Role of the Form Tutor

Form tutors should lead pupils into the main hall. Where possible, tutors should sit at the end of the row next to the last pupil in their form. If this is not feasible, tutors should sit as near as possible to their tutor group. All other staff present should sit down. Staff should not be wearing coats, hats, gloves or scarves at this point.

Start of Assembly

The staff member will signify the start of assembly by greeting the pupils and staff. Pupils will respond by saying "Good morning" and the name of the staff leading the assembly followed by "Good morning everyone."

In the event of pupils not knowing who is leading the assembly, the staff member should introduce themselves and inform pupils that they wish for pupils to say "Good morning" followed by their name, before greeting everyone else present in the hall. If a visitor is leading the assembly, the assigned staff member for the assembly should introduce the visitor before pupils also extend a good morning to them.

During the Assembly

Staff should remain vigilant but also remember assemblies are an opportunity to develop a feeling of unity among all the pupils and staff present.

End of Assembly

Assemblies should end by 8.58am.

Pupils should be dismissed from the back row. Where possible, form tutors should remain until the end of the assembly to support with the dismissal of pupils. The lead staff member should blow out the candle before exiting the main hall.

St Matthew Academy Assembly Schedule 2022 - 2023

School assemblies are an invaluable opportunity for pupils and staff to come together in prayer and reflection and to think deeply about the people, groups and issues which have an impact on our community here at school, locally, nationally and globally.

Assemblies will take place in the morning during registration for each year group as follows.

SLT Assemblies	Director of Learning Assemblies
Monday: Year 11 Tuesday: Year 10 Wednesday: Year 9 Thursday: Year 8 Friday: Year 7	Monday: Year 7 Tuesday: Year 8 Wednesday: Year 11 Thursday: Year 10 Friday: Year 9

Our assembly themes will usually be led by our Prayer Book each term.

The Academy standard operating procedure pertaining to assemblies and resources can be found in the link below. [Collective worship 2022-2023.pdf](#)

Date	Themes	Assembly Lead	DoL Assembly Themes
5 th Sept	Let your light shine (Feast of Mother Teresa, 5 th September)	MIB/AYO	Let your Light Shine
13 th Sept	Catholic Social Teaching: Care for Creation (World day of Prayer for the Care of Creation Wed 1 st Sept)	SGU	'Courage, integrity, service'
20 th Sept	Service	AYO	The Power of Reading
26 th Sept	Harvest Collection <i>Food Bank</i> (Charity)	House Assemblies Mon - Mandela Tues - Romero Wed - Teresa Thurs: Hymn Practice Y7 & 8 Fri: Macmillan Coffee morning (no assembly)	No DoL assemblies
4 th Oct	Black History & Celebrating Diversity (Equality and diversity)	Equality and Diversity Team	Breast Cancer Awareness Month Healthy eating and physical wellbeing
11 th Oct	Courage (Bravery)	IGU	World Mental Health Day
18 th Oct	Catholic Social Teaching: Solidarity	MBR	Anti-Slavery Day (18 th October)
25 th Oct	Half Term		
1 st Nov <i>Mass/Liturgy for All Saints</i>	All Saints (“The Church Triumphant”)	The Lightbearers (EED)	British Values
8 th Nov	Remembrance (World Day of the Poor 14 th November)	VEB	World Day of the Poor (14 th November)
14 th Nov	Anti-bullying Week	VDU	Anti-bullying Week
22 rd Nov	Young People	House Assemblies Mon - Mandela Tues - Romero Wed - Teresa	No DoL Assemblies

		Thurs: Hymn Practice Y7 & 8 Fri: Hymn Practice Y9 & 10	
29 th Nov	Advent	MIB	November Men's Health
6 th Dec	Hope	SGU	International Human Rights Day (UN)
13 th Dec	Christmas	AYO	Recognition Assembly
20 th Dec	Christmas Holiday		
27 th Dec	Christmas Holiday		
3rd Jan	Trust (Epiphany Thursday 6 th Jan)	MIB	
10 th Jan	Generosity	IGU	
17 th Jan	Peace	House Assemblies Mon - Mandela Tues - Romero Wed - Teresa Thurs: Hymn Practice Y7 & 8 Fri: Hymn Practice Y9 & 10	No DoL Assemblies
23 rd Jan	Holocaust Memorial Day: Ordinary People (Respect for Others)	Equality and Diversity Team	Careers: Be inspired (SCE & LSI) Guest speakers attending
30 th Jan	Safer Internet Day 'Together for a better Internet' Tuesday 7 th February (Day for the Victims of Trafficking - Tuesday 8 th February)	MBR – Sports Hall	'Do good; seek justice' (Isaiah 1:17)
6 th Feb	Children's Mental Health Week 4 th -11 th February	VEB	The power of storytelling Y9 & 10 boys: Oddballs Foundation (Thursday) Y9 & 10 girls SMA assembly (Thursday)
13 th Feb	Half Term		
20 st Feb	Racial Justice 22 nd February is Ash Wednesday (No Assemblies)	Equality and Diversity Team	22 nd February is Ash Wednesday (No Assemblies)
27 th Feb	Lent	VDU	Fair Trade Y7: Year 7 Grammar+ Y8-10: Form group led assemblies (1)
6 th March	International Women's Day (Wednesday 8 th March)	MIB	National Careers Week 'Empowering positive change through careers education'
13 th March	Forgiveness	House Assemblies Mon - Mandela Tues - Romero Wed - Teresa Thurs: Hymn Practice Y7 & 8 Fri - Hymn Practice Y9 & 10	No DoL Assemblies Form group led assemblies (2)
21 st March	Feast of Oscar Romero (24 th March) (Upstanders)	AYO	Up standers
28 th March	Easter Liturgies	SGU	Recognition Assemblies

	Thursday 30 th March (No SLT assemblies)		
4 th April	Easter Holiday		
11 th April	Easter Holiday		
18 th April	Stephen Lawrence Day (22 nd April)	Equality and Diversity Team	Recognition
25 th April	Believe	IGU	CST: Community and Participation Y7: Year 7 Grammar + Y8-10 Form group led assemblies. (3)
2 nd May	Joy	Mon - Mandela Tues - Romero Wed - Teresa Thurs : Hymn Practice Y7 & 8 Fri : Hymn Practice Y9 & 10	No DOL Assemblies
09 th May	Called by God	MBR	Jimmy Mizen Talk for Change (to be booked if possible)
15 th May	Mental Health Awareness Week (13 th – 20 th May) Thursday 18 th May Feast of the Ascension Mass (No assemblies)	VEB	Thursday 18 th May Feast of the Ascension Mass (No assemblies)
23 rd May	Pentecost "Being Good News" (Sunday 28 th May)	VDU	Step up to the Plate (CAFOD campaign) Form group led assemblies (5)
30 th May	Half Term		
6 th June	Catholic Social Teaching: Option for the Poor	MIB	World Environment Day
13 th June	"Christ has no body now but yours"	AYO	World Refugee Week Form Group led assembly (6)
20 th June	Integrity	Mon - Mandela Tues - Romero Wed - Teresa Thurs : Hymn Practice Y7 & 8 Fri : Hymn Practice Y9 & 10	No DoL assemblies
27 th June	Discipleship Thursday 29 th June Feast of St Peter and Paul Liturgy/Mass (No assembly)	SGU	Mountain top moments Thursday 29 th June Feast of St Peter and Paul Liturgy/Mass (No Y10 assembly)
4 th July	"Being the best we can"	IGU	Value: Do you know your value? Form group assemblies (7)
11 th July	Mandela Day	MBR	Making a Difference
18 th July Whole school assembly on the last day of term on the field	Reflection of the Year & Thanksgiving	MIB	Recognition Assemblies