



St Matthew Academy

COLLECTIVE WORSHIP

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	Spring 2019
Review Date	Spring 2021

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 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 to nurture, develop and celebrate their faith.

Collective worship provides the pupils and staff the opportunity to:

- Praise and worship God
- Develop as a community based in Christian values
- Nurture spiritual growth
- Explore moral issues and develop social understanding
- Experience a variety of styles of praise of worship
- Participate and respond, through active involvement in the planning, leading, presentation and evaluation of worship
- Participate / celebrate Catholic festivals.

2. Leading worship

Worship has a variety of leaders from both within the Academy including pupils 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 Leavers Mass/Service. Collective worship is led by staff members delivering assemblies. The theme of the collective worship links to the theme of the assembly. Collective worship is also led by form tutors across the Academy. On a Friday, the secondary phase except Year 7 (assembly) participate in a reflection of the Gospel GREAT Time. Pupils may lead on aspects of this collective worship through reading, prayer and leading discussion. For further information see Appendix 1.

3. Collective Worship Settings

Collective worship takes place in a variety of settings across the Academy including the chapel, 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 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. For further information see Appendix 1.

At the Academy, the usual model of delivery for collective worship is:

- Each week every year group/phase group attends an assembly on a designated day.

Monday	Tuesday	Wednesday	Thursday	Friday
Y11	Y10 KS1 KS2	Y9 KS1	Y8	Y7 KS1 KS2

- The assembly rota has been extended to include, Directors of Learning as well as the SLT.
- In morning form time every tutor is required to enable prayer with their form group. Most notably the Academy prayer is recited but other prayers may also be recited. This constitutes an act of worship (and is expected to happen)
- In addition, on special occasions, extra assemblies may occur to respond to special Academy or global events
- Special prayer opportunities are provided during Lent and Advent or for other faiths for example during Ramadan for Muslims
- The Feast of the St Matthew is observed
- Year 7 welcome and Year 6 and 11 Leavers masses/services are celebrated annually
- Special liturgies take place at Christmas and Easter for all pupils and staff
- The Gideon Society, present their gift of the NT/Psalms Bibles to Year 7 in assembly in November
- Assemblies are part of a coherent plan devised by the Assistant Head leading RE and Catholic Life 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
- The Academy planner issued at the beginning of each year includes the assembly themes, the liturgical calendar, reflections of the Gospel with prayer and discussion reflection points
- The pupils have a staff and pupil 'Prayer Box' in which prayers can be placed. Prayers are offered up at Christian group meetings on Thursday's
- The primary phase visit the local Catholic Churches to celebrate Mass on a phase group rotation.

3.2 Assembly Themes 2018-19

Week Commencing	Themes and Key dates
3 rd September	Welcome Service and SLT Expectations
10th September	SMA Learning Characteristics
17th September	Feast of St Matthew 21/09/18
24th September	DoL – Year group expectations
1st October	Black History month
8th October	DoL – Rewards Assembly
15th October	House Assembly
22nd October	HALF TERM
29th October	SOC – Expectations
5th November	Student Council / Remembering - Remembrance day 11/11/18
12th November	Anti-bullying week 2018 (Theme TBC)
19th November	British Values
26th November	DoL – Priorities for the term
3rd December	Advent – Hope / House Assembly
10th December	Advent – Peace / DoL Rewards Assembly
17th December	Advent – Joy
25th December	CHRISTMAS BREAK
1st January	CHRISTMAS BREAK
7 th January	MIB – Expectations / Epiphany
14th January	Inspiration figures in the world Martin Luther King day 15/1/2019
21st January	Student Council
28th January	House Assembly
28th January	Holocaust Memorial day 27/1/19
4th February	DoL Rewards Assembly
11th February	Safeguarding / Radicalisation - PREVENT
18th February	HALF TERM
25th February	SOC – Expectations
4th March	Lent – Fasting Start of Lent (Ash Wednesday 6/3/19)
11th March	Lent – Almsgiving
18th March	House Assembly
25th March	Lent – Prayer / DoL Rewards Assembly
1 st April	Lent – Alms Giving / Student Council
8th April	HALF TERM
15th April	HALF TERM
22nd April	MIB – Expectations / Easter reflection
29th April	Mental health and well-being
6th May	House Assembly
13th May	DoL Rewards Assembly
20th May	Student council
27 th May	HALF TERM
3rd June	SOC – Expectations / Pentecost
10th June	Safeguarding update (FGM)
17th June	House Assembly
24th June	Feast of St Peter and St Paul
1st July	DoL Rewards Assembly
8th July	End of Year Service – Adoration and Thanksgiving
15th July	End of Year Assembly

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 and develop 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 Head of School, Head of Primary or Assistant Headteacher (RE & Catholic Life).

6. Policy Monitoring and Review

The policy is monitored by the Assistant Headteacher (RE and Catholic Life). It is evaluated and reviewed by SLT and governors every two years.

St Matthew Academy assembly protocol 2018/19

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".

Role of the Director of Learning and attached SLT 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 SLT 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 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.

Collective Worship

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- Participate and respond, through active involvement in the planning, leading, presentation and evaluation of worship
- Participate/celebrate Catholic festivals

The staff member leading the assembly should facilitate an act of collective worship before leading into the scheduled assembly theme. Staff may wish to use pupils to lead the worship. Staff and pupils could participate in collective worship for up to five minutes. These could include:

- A prayer
- A poem
- A performance of a scripture
- 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 2018-19.

Collective Worship in action

The staff member should light a candle or invite a pupil to light a candle which will be placed on a table in front of the projector before leading into the chosen delivery of the worship. The form of collective worship adopted from the lead staff member may vary in topic and delivery. Collective worship will be most effective if the premise of the worship relates to the theme of the assembly. Religious scripture could be used to nurture or deepen spiritual growth.

An example of Collective Worship

The assembly theme week commencing 7th January 2019 is “Expectations/New Year’s Resolutions.” The lead staff member should:

- Light the candle or ask a pupil to light the candle

This could be followed by:

- A brief reflection upon a scripture that relates to Christ’s expectations of us
- Read a prayer asking God to help us live up to his expectations
- Guide and help us in supporting the resolutions we have for the upcoming year.

End of Collective Worship

All collective worship should end with a minute of silent reflection encouraging staff and pupils to pray silently or reflect upon their own intentions for their lives or people in their lives. For example: ***“Let us now pray or reflect in a moment of silence for our own personal intentions.”***

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.