

St Anne's Roman Catholic Primary School

Annual Plan of Provision (APoP) 2025-2026

Part 1: A strategic overview of the prayer and liturgical life of the school over the coming year.

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- **The number and timing of Masses to be celebrated during the year, including the plan for any holy days of obligation that fall within the school term.**

| Masses & Significant Holy Celebrations 2025 – 2026 | | | | |
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| Autumn Term | | | | |
| Date | Time | Celebration | Location | Participants |
| 17/09/25 | 9:30am | Welcome Mass | School Hall | Whole School Community |
| 03/10/25 | 9:00am & 3:00pm | Pray for Pet – St Francis of Assisi Feast Day | KS1 Playground KS2 Playground | EYFS & KS1 KS2 |
| 24/10/25 | 9:30am | All Saints and All Souls Day Celebration | School Hall | Whole School |
| 11/11/25 | 9:00am & 3:00pm | Remembrance Service | Peace Garden | EYFS & KS1 KS2 |
| 21/11/25 | 9:15am | Year 3 Advent Worship Assembly | School Hall | Whole School Community |
| 21/11/25 | Afternoon | Reconciliation | Chapel | Yr4, Yr5, Yr6 & Father |
| 28/11/25 | 9:15am | Year 4 Advent Worship Assembly | School Hall | Whole School Community |
| 02/12/25 & 03/12/25 | 2:00pm | EYFS Nativity Performances | School Hall | EYFS, Parents & Parishioners |
| 04/12/25 & 05/12/25 | 2:00pm | KS1 Nativity Performances | School Hall | KS1, Parents & Parishioners |
| 05/12/24 | 9:15am | Year 5 Advent Worship Assembly | School Hall | Whole School Community |
| 09/12/24 & 10/12/24 | 1:30pm | Sacrament of First Forgiveness | Church | Year 3 and their parents, Father & Catechists |
| 12/12/24 | 9:15am | Year 6 Advent Worship Assembly | School Hall | Whole School Community |
| 19/12/24 | 9:30am | Advent Mass | School Hall | Whole School Community |
| Spring Term | | | | |
| 06/01/25 | All Day | Celebration of The Epiphany | Key Stages | Whole School |
| 13/02/25 | All Day | St Valentine Celebrations | School Hall | Whole School |
| 18/03/25 | 9:30am | Ash Wednesday Mass | Church | Whole Parish |
| 13/03/25 | Afternoon | Reconciliation | Chapel | KS2 & Father |
| 19/03/25 | 9:15am | Year 6 Lenten Mass | School Hall | Yr6, Parents & Parishioners |
| 26/03/25 | 9:15am | Year 3 Lenten Mass | School Hall | Yr5, Parents & Parishioners |
| 02/04/25 | 9:15am | Year 4 Lenten Mass | School Hall | Yr4, Parents & Parishioners |
| 09/04/25 | 9:15am | Year 5 Lenten Mass | School Hall | Yr3, Parents & Parishioners |
| 26/03/25 | 9:15am | KS1 Holy Week Worship Assembly – Palm Sunday | School Hall | Whole School Community |

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| 30/03/25 | 9:15am | Year 6 Holy Week Worship Assembly – The Last Supper | School Hall | Whole School Community |
| 31/03/25 | 9:15am | Year 3 Holy Week Worship Assembly – The Garden of Gethsemane | School Hall | Whole School Community |
| 01/04/25 | 9:15am | Year 4 Holy Week Worship Assembly – The Crucifixion | School Hall | Whole School Community |
| Summer Term | | | | |
| 06/05/25 | 9:00am | May Day Procession & Mass | School – Church | Whole School & Parish Community |
| 08/05/25 | Afternoon | Reconciliation | Chapel | KS2 & Father |
| 14/05/26 | Afternoon | Ascension Celebrations | School Hall | Whole School |
| June | Full Week | Laudato Si' Celebrations | School | Whole School & Parish Community |
| 05/06/25 | 10:20am | Holy Communion Mass | Church | Whole School & Parish Community |
| 22/06/25 | 9:15am | Leaver's Mass | School Hall | Whole School Community |
| Classes and Year groups will also attend Parish Mass at St Anne's church periodically throughout the school year. | | | | |

- **Opportunities for receiving the Sacrament of Reconciliation.**

During Advent, Lent and towards the end of the school year our parish priest visits school to enable pupils to participate in the Sacrament of Reconciliation. This takes place in the school chapel and is facilitated by Mrs Gordon & Mrs Chadwick. Typically, classes from Year 4 upwards will come to the chapel in silence. They will sit in a circle around a prayer focus table, with a candle lit and soft music playing. They will be led in their reflection and prayers by an adult whilst taking turns to speak with a priest privately in a corner of the chapel. All pupils are given the opportunity to participate in the adult-led reflection although only pupils who have made their First Confession in the Catholic faith will receive absolution from a priest.

| Reconciliation Dates | |
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| 25/11/24 | Advent |
| 07/03/245 | Lent |
| 14/05/25 | End of Year |

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- **Improving the prayer and liturgical life of the school.**

- All staff new to the school will receive an induction in prayer & Liturgy, led by the RE Lead.
- The school will begin to develop a Prayer & Liturgy Guide for school staff.
- All teachers will receive CPD on how to enhance Prayer and Liturgy within their own classrooms.
- GiFT team to lead on whole school events throughout.
- Rosary Groups to be established.
- Pupils will contribute to Year Group artwork based on Mary our Mother, St Anne as well as other key figures from the Bible.
- A Liturgical Year display will be developed by pupils and placed in a prominent position.

• **An action plan for the year.**

| Action | By Whom | By When |
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| Establish Pupil Leadership Groups | HT & DHT | Sept. '25 |
| Achieve CAFOD's Live Simply Award | DHT | July 26 |
| Deliver new staff Prayer & Liturgy induction | HT & DHT | As needed |
| Relaunch Faith in Action Award | DHT | Oct. '25 |
| Conclude Jubilee Pilgrim of Hope Year | DHT | Nov. '25 |
| Develop Prayer Bags for Advent & Lent | RE Lead & DHT | Jan '26 |
| Plan and carry out class pilgrimages | All teachers | May '26 |
| Plan & resource Mary our Mother Prayer Day | GiFT team | May '26 |

Part 2: An overview of Formation demonstrating that all pupils and staff are able to engage and participate in the prayer and liturgical life of the school.

Prayer and Liturgy takes place each week throughout the school year. It is an integral part of our ethos, aims and relationships with Catholic values that permeate through all aspects of school life and all our relationships. Prayer and Liturgy is a way of deepening our relationship with God together as a school family and individually.

At St Anne's, we believe that all pupils, whatever their age, ability or faith background, can engage in the prayer life of the school, whether that involves class prayer or reflection times, Gospel or Year Group assemblies, Liturgies or Masses. Pupils are supported in developing their prayer life through explicit teaching of common Catholic prayers and responses, both sung and spoken. Each year, Headteacher assemblies revisit the role of hearts, voices, bodies and minds in worship, enabling practise and the embedding of prayer and liturgical norms. These are consolidated in daily prayers within the classroom, Year group prayers and in whole school Sung Worship each Wednesday.

Pupils can choose to join GiFT, Caritas and Laudato Si' pupil leadership groups. Older pupils attend confession during Advent and Lent, whilst all pupils participate in prayer opportunities such as Stations of the Cross, and Mary's Month. These opportunities enable pupils to deepen their relationship with God through prayer.

Each classroom has a Prayer Table which is used as a focal point during class Prayer and Liturgy. Two pupils in each class are responsible for setting up and maintaining the Prayer Tables as well as recording moments or examples of the prayer life of the class in the Celebration of The Word Books. These pupils have rotated on a 3 week cycle so that every child gets the opportunity to lead. They attend a meeting each week with the RE Lead to discuss the Gospel for that week and to support them with planning the session that they will deliver.

Formation for staff is provided through regular staff development opportunities outlined in the CPD calendar for the year. At Induction, Staff are provided with information about the expectations for Prayer and Liturgy at St Anne's. All ECT attend the Diocesan training for formation.

We encourage visits from our Parish Priest to help answer questions pupils and staff might have and to deepen their understanding of prayer and liturgy. Visits to the Cathedral and Walsingham also help enhance the prayer life of pupils throughout the school.

There is an expectation that pupils in certain Year groups will learn the following prayers:

| Age Phase | | | |
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| EYFS | 5 – 7 (KS1) | 7 – 9 (Lower KS2) | 9 – 11 (Upper KS2) |
| <ul style="list-style-type: none"> The Sign of the Cross Morning Prayer Grace before meals Prayer after meals Afternoon prayer CAFOD prayers for the Common Good & Human Dignity | <ul style="list-style-type: none"> The Lord’s Prayer Hail Mary Glory Be CAFOD prayers for Stewardship and Subsidiarity | <ul style="list-style-type: none"> The Apostles’ Creed An Act of Contrition Angel of God Come, Holy Spirit The Prayer of St Richard of Chichester Hail Holy Queen CAFOD prayers for Participation & Solidarity | <ul style="list-style-type: none"> The Nicene Creed Morning Offering The Rosary The Magnificat Act of Faith Act of Hope Act of Love CAFOD prayers for the Preferential Option for the Poor and Distributive Justice |

These prayers will be covered over the academic following this planned schedule:

| | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer2 |
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| EYFS | The Sign of the Cross Morning Prayer Grace before meals | Prayer after meals CAFOD Prayer for Human Dignity | CAFOD prayer for Common Good | | CAFOD prayer for Common Good | |
| KS1 | The Lord’s Prayer Hail Mary Glory Be | The Lord’s Prayer Hail Mary Glory Be | CAFOD prayer for Stewardship | | CAFOD prayer for Subsidiarity | |
| LKS2 | An Act of Contrition (Y3) Angel of God (Y4) | The Apostles Creed (Y3) Come, Holy Spirit (Y4) | CAFOD prayer for Solidarity | The Prayer of St Richard of Chichester | CAFOD prayer for Participation | Hail Holy Queen |
| UKS2 | The Nicene Creed The Act of Love | The Rosary Morning Offering | CAFOD prayer the Preferential Option for the Poor Act of Hope | Act of Faith | CAFOD prayer for Distributive Justice | The Magnificat |

Prayer Experiences



It is our aim that the experiences of prayer and liturgy provided by St Anne's engage pupils and lead them to 'full, active and conscious participation'. Pupils can be involved in reading, composing or sharing in a variety of types of prayer, many of which are listed below. These can be based on special times and themes or based on the pupils' own life and needs. It is important that they will be exposed to a positive, rich and varied experience of prayer and that these will be modelled and shared in a meaningful way. The importance of personal and genuine prayer that develops a relationship with God should always be at the heart of prayer; it should not become a task or performance but a true joy and source of peace.

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| Examen | Beginning prayer, review of the day, reflection of God's presence and personal response, prayer of thanks/penance/praise |
| Bodily prayer | Raising hands in praise, bowing, actions to songs, kneeling, being still |
| Christian meditation | Stilling and reflection with a mantra in the tradition of St John Cassian |
| Contemplation | Looking at a scene from nature, a piece of art etc |
| Gestures | The sign of the cross, the sign of peace, prayer actions |
| Hymns | Traditional and modern hymns |
| Ignatian Meditation | Scripture reflection with use of imagination or Guided Meditation |
| Music | Listening to God through quiet, reflective music, hymns, Christian rock, appropriate pop music etc Praying through song |
| Novena | Prayer for nine consecutive days for a specific purpose Eg to the Sacred Heart, Our Lady of Knots |
| Praying the psalms | Give thanks to the Lord.... his faithful love endures forever |
| Prayer of petition | Asking God for his help in our lives and the lives of others |
| Prayer of penance | Asking God for forgiveness and for help to forgive others |
| Prayer of praise/ thanksgiving | Praising/thanking God through words/song |
| Prayer of the heart | Stillness to listen to God: 'Come to me and I will give you peace' |
| Processions | Gospel procession with sung 'alleluia' |
| Repetitive prayer | 'Come Lord Jesus', repeated several times, slowly |
| Rosary | Meditating on a time in the life of Mary/Christ (eg could be one decade or the joyful mysteries etc) |
| Spontaneous prayer | Speaking to God from the heart |
| Stations of the Cross | Reflecting on the suffering and death of Jesus |
| Symbolic action | Physical use of an object e.g. lighting a candle or placing stones in water |
| Traditional prayers | Glory be to the Father, Our Father, Hail Mary (and lots more) |

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| Visio Divina | 'Godly seeing'. Reflecting on how God speaks to us through art. |
| Pupil Participation | |
| <i>Important note to remember</i> | <i>All pupils are valuable in their participation simply by being present – there is not just an emphasis on 'doing' but also in 'receiving' – both roles are equally important.</i> |
| Opportunities for pupils to lead | <ul style="list-style-type: none"> • Plan using the Celebration of the Word planning sheets and cards • Set up a focal area with different symbols/images linked to theme • Get the music ready. Choose an alternative song or scripture if appropriate • Complete the activity beforehand to model what pupils can do • Prepare a PowerPoint based on the ideas given • Choose alternative activities e.g. write a short song or poem based on this scripture and offer these as prayers • Link this to learning in class or the liturgical year |
| Pupil involvement BEFORE worship | <p>SETTING UP</p> <ul style="list-style-type: none"> • Sorting song words • Selecting and setting up CD/ICT • Putting out/moving chairs • Preparing prayer table <p>WELCOMING</p> <ul style="list-style-type: none"> • Greeting (e.g. at door) • Meeting visitors at entrance <p>PLANNING</p> <ul style="list-style-type: none"> • Using the planning sheet and cards • Choosing music/songs • Finding or writing prayers; choosing others' prayers • Preparing video and visual materials • Training for new helpers |
| Pupil involvement DURING worship | <p>GATHERING</p> <ul style="list-style-type: none"> • Singing as others arrive • Lighting candle • Saying a welcoming sentence/greeting <p>ENGAGING</p> <ul style="list-style-type: none"> • Introduce a visitor/pupil etc • Share the word (e.g., on screen) • Drama • Holding props • Telling or reading the story • Showing a clip |

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| | <p>RESPONDING</p> <ul style="list-style-type: none"> • Asking and answering questions • Reading or saying prayers • Leading prayer • Singing or playing instruments • Leading actions or signing to songs or prayer <p>SENDING</p> <ul style="list-style-type: none"> • Explaining the Mission • Giving examples • Distributing resources e.g. bookmark, challenge/mission • Saying closing prayer • Choosing music/songs • Blowing out candle |
| <p>Pupil involvement AFTER worship</p> | <p>CLEARING UP</p> <ul style="list-style-type: none"> • Supervising pupils leaving respectfully • Holding doors • Putting away equipment <p>RECORDING</p> <ul style="list-style-type: none"> • Leading evaluation/ reflection (asking others what they thought) • Complete a CW record form for evidence file <p>EVALUATION</p> <ul style="list-style-type: none"> • Record evaluation (own and others') • Share evaluations with HT/ CT/clergy/governors/School Council |

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| <p>EVALUATIONS</p> <p>REFLECTIONS</p> <p><i>(Examples of questions the Chaplaincy Team can discuss with each other and other pupils. Pupils could choose which ones to discuss and rotate these as necessary. They may come up with their own questions also)</i></p> | <ul style="list-style-type: none"> • How did it make you feel? • Has it helped you to understand more about God? How? • What did it make you think about? • What have you learnt? • Did you find out anything new about yourself or others? • Do you think you will behave differently as a result of it? • Did it give you a chance to pray if you wanted? • Do you want to ask anything about what you heard about/experienced? • What did you enjoy about it? Why? • What will you remember about it? • What might you have done differently? • How do you think it might be improved? <p>GATHERING</p> <ul style="list-style-type: none"> • Is there a sense of calm, excitement, respect, community? <p>ENGAGING</p> <ul style="list-style-type: none"> • Is it engaging and appropriate for all present? E.g. does it have story, song, visitors, questions, images, meaningful resources? <p>RESPONDING</p> <ul style="list-style-type: none"> • Is there space for pupils' response? E.g. is there singing, praying, discussion, sharing, action, silence? <p>MISSION</p> <ul style="list-style-type: none"> • Is there a sense of mission? For example, do pupils leave with a sense of purpose, challenge, resolve, blessing? |
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Celebration of the Word Progression

Gather – Listen – Respond – Go Forth (EYFS–Year 6)

| Phase | Gather | Listen | Respond | Go Forth | CSI / Salford Diocese Language (Intent & Impact) |
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| EYFS | Sit together calmly, join sign of the cross, sing with actions | Listen to short scripture stories | Join simple repeated prayers or quiet reflection | Say kind actions they can do | Pupils begin to encounter prayer through shared experience and imitation within a nurturing Catholic environment |
| Year 1 | Help prepare prayer focus, choose symbols | Listen to Gospel stories with visuals | Offer short spoken responses or gestures | Suggest simple acts of kindness | Pupils develop confidence in participating reverently and recognising the structure of worship |
| Year 2 | Lead gather song or hold artefacts | Read simple scripture line with support | Share short spoken prayer | Identify how to follow Jesus' example | Pupils begin to take ownership of prayer, showing growing understanding of Gospel values |
| Year 3 | Lead opening prayer, organise space | Read short scripture passages | Offer reflections or written prayers | Suggest ways to live out scripture | Pupils participate actively, demonstrating developing understanding of symbolism and meaning |
| Year 4 | Plan Gather section in groups | Select scripture with guidance | Lead reflective activities (silence, music, prayer writing) | Link prayer to actions in school life | Pupils show increasing independence and reverence, supporting peers in worship |
| Year 5 | Lead Gather independently | Proclaim scripture clearly | Facilitate discussion or meditation | Plan charitable or community responses | Pupils demonstrate mature participation rooted in |

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| | | | | | Catholic Social Teaching and mission |
| Year 6 | Plan full structure of worship | Choose scripture purposefully | Lead deep reflection and communal prayer | Encourage others to live the Gospel daily | Pupils act as young leaders of faith, confidently leading Celebration of the Word with theological understanding and integrity |

Celebration of the Word at St Anne's follows a progressive model rooted in the Gather, Listen, Respond and Go Forth structure. In line with Catholic Schools Inspection expectations, pupils move from supported participation in the Early Years to confident, independent leadership by the end of Key Stage Two. Physical actions, symbolic gesture and spoken prayer develop alongside pupils' spiritual formation, enabling them to participate fully, consciously and actively in the prayer life of the Church. Leaders ensure that Celebration of the Word is age-appropriate, inclusive and reflective of the liturgical year, allowing all pupils to grow as disciples who live out the Gospel in daily life.

| Hymns sang at St Anne's RC Primary School | | | | |
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| For Mass/ Ordinary Time | Advent/ Christmas | Lent / Holy Week | Extra Hymns – Laudato Si – Francis of Assisi – Pet celebration | Hymns for the month of Mary (Crowning of our Lady) |
| Seek Ye first The Kingdom of God | Stay Awake! | When I think about the Cross | Oh, what a wonderful world | Hail Mary (echo song) |
| Here I am to Worship | Prepare the way of the Lord | Jesus remembers me | This is the day | Hail Mary |
| Be still for the presence of the Lord | Christmas is coming | Where you there when they crucified my Lord | Thank you Lord | As I kneel before you |
| Jesus is My Friend | Rejoice in the Lord always | By your Cross | Laudato Si – o mi signore | Immaculate Mary |
| Good morning, Jesus | Long ago, Prophets knew | Ubi Caritas | Laudato Si | Bring flowers of the rarest |
| He's got the whole world in his hands | Be Immanuel in me | My soul is sad | He's got the whole world in his hands | Hail the Queen of Heaven |
| My God is so big | Away in a manger | Gethsemane | Do you know who made you | This is the image of the Queen |
| Jesus is the Rock | Silent Night | Peace I leave with you | All of us belong | The Rosary |
| Walk with me Oh My Lord | We three Kings | Lay down your head | Thank you, Lord | |
| One more step along the world I go | I saw a star | Servant King | | |
| Go the Mass is ended | The Best Gift | Go tell everyone | | |
| Jesus is the Rock | Joy to the world | Gethsemane | | |
| This is my body | This little light of mine | Peace I leave with you | | |
| Remembrance | The Angel Gabriel | Au Heaven Declares | | |
| Last Supper | Come to the water | Risen | | |
| Father we adore you | Dear Elizabeth | Roll the stone away | | |

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| Lord, I lift your name on high | Gaudete | With these Ashes | | |
| Jubilee Song | | Ashes | | |
| Song of Hope | | Oh Lord hear my prayer | | |
| Freely Freely | | Sing Hosanna | | |
| Shine Jesus Shine | | Friends of Jesus | | |
| Always in your presence | | Have Faith believe in me | | |
| Go tell everyone | | Jesus rode a donkey into Town | | |
| I the Lord of Sea and Sky | | Easter Jubilation | | |
| Let there be Love/When the Tanks roll by REMEMBRANCE SUNDAY | | Lord I lift your name on high | | |
| Here I am Lord | | Do not be afraid | | |
| Things I can do | | Abba Father (send your spirit) | | |
| If I were a Butterfly | | Christ be our light | | |
| Oh, when the Saints | | Father/Spirit we adore you | | |
| | | All over the world the spirit is moving | | |

Staff Formation

| Name | Course | Date |
|-----------------|-------------------------------|----------|
| All Staff | INSET- CSED and RE Priorities | 01.09.25 |
| Aimee Davies | Primary ECT Programme – Day 1 | 18.09.25 |
| Louise Chadwick | Primary RE Leads | 19.09.25 |

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| Stephanie Clarke | New Primary Headteacher Final Day | 07.10.25 |
| Erin Gordon | New Primary Deputy Headteachers | 10.10.25 |
| Heather Charnley | New to working in a Catholic School | 14.10.25 |
| Louise Chadwick | Primary Leaders of Prayer & Liturgy | 15.10.25 |
| Stephanie Clarke | Headteacher Pilgrimage to Fatima | 16.10.25 & 17.10.25 |
| Louise Chadwick | Primary RE Cluster Briefing | 4.11.25 |
| Stephanie Clarke & Maureen Daly | Heads & Chairs Briefing | 11.11.25 |
| Erin Gordon | Primary Deputy Network | 14.11.25 |
| Whole School Staff | Lat Blaylock INSET – Creativity in Religious Education | 05.01.26 |
| Aimee Davies | Primary ECT Programme – Day 2 | 15.01.26 |
| Stephanie Clarke | Salford Diocese Headteachers Conference | 22.01.26 23.01.26 |
| Louise Chadwick | Primary Leaders of Prayer & Liturgy | 12.03.26 |
| Stephanie Clarke & Maureen Daly | Heads & Chairs Briefing | 17.03.26 |
| Louise Chadwick | Primary Leaders of Prayer & Liturgy | 08.05.26 |
| Aimee Davies | Primary ECT Programme – Day 3 | 21.05.26 |
| Stephanie Clarke & Maureen Daly | Heads & Chairs Briefing | 09.06.24 |