# St. Augustine's Catholic Primary School

*We try to follow Jesus by loving each other and caring for God's world.*
*Wisdom, Love, Might, Let there be Light!*

## 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.

**1:1**

- **During 2025-2026, we aim to ensure all staff are confident with the planning and preparation of prayer and liturgy by:**
  - Updating roles, responsibilities and expectations of staff during prayer and liturgy to support staff that are less confident, new to Catholic school and to refresh the understanding of seasoned staff.
  - Work with the liturgy lead to develop pupil, staff and parish expectations for the planned prayer, liturgy and Mass events.
  - Plan CPD for staff to introduce updated expectations and planning forms.

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

| Masses 2025 ~ 2026 | | | | |
|---|---|---|---|---|
| **Date** | **Time** | **Mass** | **Location** | **Participants** |
| 05-09-2025 | 09:30 | Start of Autumn Term | St. Augustine's School | KS1 & KS2 |
| 26-09-2025 | 12:00 | Diocesan Schools Mass | St John's Cathedral | Year 6 & Choir |
| 18-10-2025 | 09:30 | St Carlos Acutis | Our Lady & St Walstan | KS2: Years 3-6 |
| 23-10-2025 | 09:30 | Harvest | St. Augustine's School | KS1 & KS2 |
| 07-11-2025 | 09:30 | Holy Souls | Our Lady & St Walstan | UKS2: Years 5&6 |
| 14-11-2025 | 09:30 | Holy Souls | Our Lady & St Walstan | LKS2: Years 3&4 |
| 28-11-2025 | 09:30 | Christ the King | St. Augustine's School | KS1: Years 1&2 |
| 19-12-2025 | 09:30 | End of Autumn Term ~ Gaudete | St. Augustine's School | Whole School |
| | | | | |
| 06-01-2026 | 09:30 | Start of Spring Term ~ Epiphany | Our Lady & St Walstan | KS2: Years 3-6 |
| 30-01-2026 | 09:30 | Candlemas (Anticipatory) | St. Augustine's School | KS1: Years 1&2 |
| 06-02-2026 | 09:30 | The Holy Family | Our Lady & St Walstan | UKS2: Years 5&6 |
| 13-02-2026 | 09:30 | The Holy Family | Our Lady & St Walstan | LKS2: Years 3&4 |
| 27-02-2026 | 09:30 | CAFOD Lenten Fast Day | St. Augustine's School | Whole School |
| 13-03-2026 | 09:30 | Laetare – Mothering Sunday | Our Lady & St Walstan | KS2: Years 3-6 |
| 27-03-2026 | 09:30 | End of Spring Term ~ Stations of the Cross | St. Augustine's School | Whole School |
| | | | | |
| 17-04-2026 | 09:30 | Start of Summer Term ~ Easter | St. Augustine's School | Whole School |
| *24-05-2026* | *TBC* | *Ascension* | | |
| *24-05-2026* | *TBC* | *Pentecost* | | |
| *26-05-2026* | *TBC* | *Feast of St Augustine* | | |
| 24-06-2026 | 10:30 | St John the Baptist Trust | St Mary's, Lowestoft | |
| *21-06-2026* | *TBC* | *First Holy Communion Group 1 & First Holy Communion Group 2* | *Our Lady & St Walstan* | *Mixed* |
| 17-07-2026 | 09:30 | End of Summer Term | St. Augustine's School | Whole School |

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

We hold Reconciliation Services during the seasons of Advent and Lent. Our Parish Priest – Fr David, leads the ceremony, in the school hall, with an additional priest (if available) to support pupils to receive the sacrament.
Our Reconciliation Services include all our children from Key Stage 2: Years 3 up to 6. Our school hall is set up with a prayer table, including; a crucifix, Bible, Candles, and our figurine statue of St. Augustine of Canterbury.
Our services typically begin with a hymn and then Fr David leads the start of the service with an introductory prayer, followed by a reading from our school chaplains or lead children. Fr David will then draw our pupils into a reflective medication before ending the service.
Only pupils who have made their First Confession in the Catholic faith will receive absolution from a priest. These children are given the opportunity to sit and wait prayerfully in the school hall, with a prayer card of the penitential rite. After they have received absolution from a priest, our children pause and kneel in front of the prayer focus for their own intentions, before returning to their classes.

| Reconciliation Dates 2025 ~ 2026 | |
|---|---|
| 05-12-2025 | Advent |
| 20-03-2026 | Lent |

**1:2**

- **An overview of the year including significant dates, engagement with wider Church initiative**

| Date | Time | Event | Location | Participants |
|---|---|---|---|---|
| 03-10-2025 | All day | CAFOD Harvest Fast Day | St. Augustine's School | Whole School |
| 08-10-2025 | 19:00 | Parish Meeting | Our Lady & St Walstan | Head Teacher |
| 17-10-2025 | All day | One Tree Day (Eco-Warriors) | St. Augustine's School | Whole School |
| 11-11-2025 | 10:50 | Remembrance Day Service | St. Augustine's School | KS1 & KS2 |
| 12-12-2025 | 14:00 | Advent Carol Service | Our Lady & St Walstan | KS2: Years 3-6 |
| 17-12-2025 | 10:00 | Baptist Church Carols | Costessey Baptist Church | School Choir |
| 06-01-2026 | 10:50 | KS1 Liturgy ~ The Epiphany | St. Augustine's School | EYFS & KS1 |
| 13-02-2026 | All day | Jubilee Year: Pilgrims of Hope Celebration Day | St. Augustine's School | Whole School |
| 18-02-2026 | 10:50 | KS1 Liturgy ~ Ash Wednesday | St. Augustine's School | EYFS & KS1 |
| TBC | TBC | Ignite class activities | School / St Walstan's | All year groups |
| 19-07-2026 | 12:00 | St. Walstan's Jubilee Celebration | Our Lady & St Walstan | School Choir & Parish |
| | | | | |

- **Improving the prayer and liturgical life of the school**
  - All new staff will receive and know the contents of the Staff Handbook and Prayer and Liturgy Policy, which includes our school prayers and guidance.
  - All new staff and pupils, entering Year 1, will receive a St. Augustine's Prayer Book.
  - All children entering Year 1 and Year 4 will receive a Bible for Children.
  - All staff will be reminded of the daily prayers and expectations during a guided prayer time.
  - All staff and children will be reminded of prayerful behaviours and 'Mass Manners'.
  - Weekly Gospel reflections, linked to end of day reflections that is part of our '5 Ways to Wellbeing', will be shared with staff each week.
  - New staff will be invited to attend the St John the Baptist Trust Induction CPD and any offer of new to Catholic Teaching provided by the Trust or Diocese.
  - The RE Lead and Liturgy Lead will review the school Prayer & Liturgy Policy and consider updates and/or additional support guidance for staff on prayer and liturgical life.
  - The RE Lead and Liturgy Lead will create a planning template that can be used by staff to support the planning and delivery of assemblies, liturgies and assemblies.
  - Planned CPD will share and inform staff of updated guidance and aim to increase confidence on good practice.
  - Teachers improved confidence will support pupils when they plan and deliver prayer and liturgy.
  - A monitoring schedule for the year will be shared with staff, so they understand how, where and when evidence and support will be gathered to evaluate the quality of the school's prayer and liturgical life. This will include capturing a voice from the local parish.
  - Reviewing and planning community events that link to world, local and school events, that can develop prayer and liturgical opportunities.

**1:3**

- **An action plan for the year.**

| Action | By Whom | By When |
|---|---|---|
| Share 'Mass Manners' and prayer expectations with staff, including dual coded resources as reminders for pupils | HT/RE Lead | Sep 2025 |
| Share RE monitoring schedule for the year | HT/RE Lead | Sep 2025 |
| Update School Chaplain roles and responsibilities and carry out interviews | RE Assistant | Sep 2025 |
| Carry out Prayer & Liturgy monitoring, using shared template that has been shared with staff | HT/RE Lead | Oct 2025 |
| Capture pupil voice with specific questions about Prayer & Liturgy | HT/RE Lead | Nov 2025 |
| Capture Staff Voice with specific questions about Prayer & Liturgy confidence | HT/RE Lead | Dec 2025 |
| Carry out a review of parish community engagement, evaluating the term so far and plan events for next term with Parish Priest & Liturgy Lead | HT/RE Lead, Parish Priest & Liturgy Lead | Dec 2025 |
| Develop a template for staff and pupil collective worship planning sheets | RE Assistant & Liturgy Lead | Jan 2026 |
| Deliver staff CPD and support for the planning and delivery of collective worship | HT/RE Lead | Feb 2026 |
| Plan and invite the local parish to this year's UKS2 Passion Play with Parish Priest | RE Assistant & Liturgy Lead | Mar 2026 |
| School Chaplains to plan and organise Rosary Club for the season of May | RE Assistant | April 2026 |

# St. Augustine's Catholic Primary School

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

St. Augustine's children experience prayer and liturgy as an integral part of their school day, in their curriculum and learning experiences and as part of collective worship. Through prayer and liturgy, our school mission, motto and Christian values are embedded, and explored, as we aim to support our children to grow in their faith, belief and relationship with God. This spiritual practice offers a time for our children to reflect individually, and a time to link together as a community, encouraging 'Wisdom, Love and Might'.

At St. Augustine's we provide prayer and liturgy, as an entitlement of Catholic education, for all of our children, their families and the wider community. We serve our whole school family and wider community, inviting everyone to share and participate in a rich experience of our Church's practice, through a repertoire of prayers and liturgical music, which our staff and children are familiar with. We offer inclusive collective worship, allowing all children and adults to have access to our celebration of praise, irrespective of their age, ability, culture or beliefs. We understand the multi-sensory and engaging nature of prayer and liturgy throughout history, and aim to replicate and model this inclusive approach, made possible through following the work of Jesus Christ.

Each classroom has a prayer area, with displayed items for prayer use, and as a central focal point to gather around and gaze upon. Each prayer area includes; a Bible, crucifix, candle, bell and a display of the liturgical colour for our church calendar, regular prayer words and a reminder of whole school current themes, e.g. rosaries, Catholic Social Teaching mascot, artwork. Our school chaplains maintain, monitor and evaluate these classroom prayer areas.

A variety of experiences include; daily learnt prayers at intervals during the day, our motto and mantra included with the sign of the cross, and an end of day reflection. Our motto *(Wisdom, Love, Might, Let there be Light!)*, curriculum drivers *(Aspiration, Creativity, Curiosity, Responsibility, Resilience, Tolerance)* and our Catholic Social Teaching, is woven throughout our daily prayer life, and planned experiences of collective worship, e.g. Gospel Assemblies, Singing Assembly, Class Assemblies, School Liturgies and Masses. These themes are revisited and embedded throughout our curriculum, in the classroom, and off site on school visits.

Our whole school are familiar with the daily prayer routines. These are led in KS2 by our school chaplains, and in other classes, by the chosen child of the day. The routine and dedicated time, helps our children to understand the importance and benefits of regular periods of calm quietness.

Our school offers opportunities for all children to be involved in, and lead their own daily prayer life, through a variety of school groups. Our school chaplains play a vital role leading in assemblies, rosary club, stations of the cross and attending high-profile religious celebrations. We also have Mini Vinnies, a School Council and Eco Warriors, who reflect through prayer life to help support and develop a better school, and strengthen their relationship with God.

Our Liturgy Leader carefully plans our collective worship termly plans, incorporating holy days of obligation and shared celebrations with the parish. Friday morning collective worship is part of the school routine, whether it is a whole school Mass, or a phase Mass or Liturgy, including the Angelus or Regina Caeli. These opportunities teach our traditions, and widen our children's experiences, with some events planned off-site at our local Catholic parish church, our city's cathedral, and even outside for special events with special visitors.

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

| Age Phase | | | |
|---|---|---|---|
| **EYFS** | **KS1 Years 1&2** | **Lower KS2: Years 3&4** | **Upper KS2: Years 5&6** |
| ▪ The Sign of the Cross<br>▪ Morning Prayer<br>▪ Grace before meals<br>▪ Afternoon prayer<br>▪ CAFOD prayers/songs | ▪ The Lord's Prayer<br>▪ Hail Mary<br>▪ Glory Be<br>▪ CAFOD prayers (RED link & Cycle A)<br>▪ School Curriculum Driver Prayers (Cycle B) | ▪ The Apostles' Creed<br>▪ An Act of Contrition<br>▪ Angel of God<br>▪ Come, Holy Spirit<br>▪ The Prayer of St Richard of Chichester<br>▪ Hail Holy Queen<br>▪ CAFOD prayers (RED link & Cycle A)<br>▪ School Curriculum Driver Prayers (Cycle B) | ▪ The Nicene Creed<br>▪ The Rosary<br>▪ The Magnificat<br>▪ Act of Faith<br>▪ Act of Hope<br>▪ Act of Love<br>▪ CAFOD prayers (RED link & Cycle A)<br>▪ School Curriculum Driver Prayers (Cycle B) |

## Part 3: An overview of Formation to ensure that pupils who are able to exercise ministry during prayer & liturgy are formed to do so, identifying those pupils in a way that is sensitive and not exclusionary.

During prayer and liturgy, our whole school community are invited to take part, whether they are Catholic or non-Catholic.
The collaboration between the Liturgy Lead, Fr David and other parish chaplains, as well as the Head Teacher / RE Lead, ensures that our school provides thoughtful and appropriate events of prayer and liturgy that are inclusive and engaging and share the lead message to our children, staff and school family community.
Everyone is invited to support our ethos and values by listening to and reading the Word of God, receiving a blessing, singing during hymns and saying prayers and responses.
By being immersed in the ritual and routine of prayer and liturgy, everyone in our school quickly picks up the traditions, and enjoys the feeling of community and togetherness that these rituals bring.

We have a range of child-led roles and chaplaincy, including our School Council, School Chaplains, MiniVinnies and Eco-Warriors, as well as an established school choir. In particular, our school chaplains are important in leading our class prayer times, assemblies, rosary club and representing the school at high-profile religious celebrations. Anyone can volunteer to join these groups. Members are auditioned, interviewed or elected into these roles to ensure suitability and commitment to the roles and responsibilities.

We develop children's participation during prayer and celebration of the word. We teach the sung elements of the Mass and seasonal hymns, as well as choosing from volunteers to be readers and servers. We teach Mass Manners, including modelling good participation, teaching an etiquette of respect, and the importance of clarity when presenting. We teach our pupils to perform their responsibilities well so they are worthy for their roles.

During Mass – the celebration of the Sacrament of the Eucharist – only those who have been baptised with water in the name of the Trinity, who normally receive Holy Communion at Mass, are invited to proclaim the word of God. Only these pupils may participate in the Mass by exercising ministry, contributing to the delivery of Liturgy of the Word and the Liturgy of the Eucharist. This is explained to our pupils as part of their Catholic duty to lead and participate, and others can actively engage by being present and joining in with singing, responses and gestures.