



As agreed by the Governing Body on 27 June 2002 and reviewed by the School Worship and Ethos Committee during the Summer Term 2010

To be reviewed during Summer Term 2012

1. GENERAL PRINCIPLE

Collective Worship at St. Michael's plays an important part in the life of our school and is an activity at the heart of our Christian ethos. It offers the whole school community opportunities to experience and reflect on the work, worth and worship of our school. This is set within the context of the corporate community of our school, which values every individual's unique contribution, regardless of age, sex, ability, background or religion.

At St Michael's we strive to provide a daily act of collective worship which serves our school's vision as defined in our Mission Statement

TO PROVIDE a positive and enjoyable learning environment within a Christian ethos, encouraging every child to realise their potential in all areas of their development and helping them to

2. LEGAL REQUIREMENTS

Our daily Act of Collective Worship is in accordance with the Trust Deed of the school. This requires worship to be consistent with the principles and practices of the Church of England.

We also take into account DfES legislation:

Worship will be

- appropriate to the age, aptitude and family background of pupils
- provided in a variety of settings, groupings and timings with a variety of leaders
- in sympathy with cultures and beliefs represented in the school community

We recognise the right of withdrawal from Worship for pupils, at the request of parents and for staff. An adult looks after pupils withdrawn.

3. AIMS OF COLLECTIVE WORSHIP

During our Acts of Collective Worship we aim:

- To enhance the spiritual development and response of pupils
- To foster reflection, prayer and silence
- To foster an awareness of and a respectful attitude to God
- To foster a reverential attitude to God, the Divine, the transcendent
- To foster empathy and imagination, enabling pupils to participate in a variety of ways
- To explore and enjoy praise, prayer, and the rituals of Christianity (the Anglican tradition in particular)
- To affirm the Christian faith and the Christian status of Jesus as Son of God
- To enable pupils to reflect on the experiences of Christians
- To foster and value a search for a faith to live by (with reference, where appropriate, to the rich tapestry of religious belief and commitment in our world today.)
- To learn about and reflect upon Christian Teaching, Biblical material and Christian festivals, in a way that relates to the pupils' experience and to living together in community
- To worship together rather than apart (whilst taking into account the multi-cultural nature of every school community)

- To encourage an evocative setting for worship
- To recognise the beliefs and cultures of others (particularly those represented in the school)

4. MANAGEMENT OF COLLECTIVE WORSHIP

The Foundation Governors have responsibility for ensuring that the Instrument of Government of the School is honoured, in conjunction with the Governing Body, Headteacher, staff and school community. The Worship Policy created articulates the management and delivery of this area of the curriculum. Parents are also kept informed through the School brochure. (In due course the Foundation Governors also have the responsibility to appoint the Section 23 Inspector, who carries out the Church Inspection of the school, alongside the OFSTED Inspection).

The Worship Co-ordinator and Worship Committee have responsibility for managing this area of the curriculum on a day-to-day basis, ensuring all legal requirements are complied with. This involves the production of a coherent programme for Collective Worship, which has continuity of Christian teaching and experience and such breadth and balance as is appropriate to the school community.

- Records of content are to be developed for Collective Worship, so that full records and knowledge of the actual implementation of the worship programme are ensured. This is outlined in the current Section 23 Action Plan
- The Worship Co-ordinator and committee also have responsibility for auditing and keeping records of resources (see Appendix 4) and ensuring they are accessible to pupils and staff as appropriate. An equitable budget needs to be negotiated to ensure the worship programme can be carried out effectively.
- The Worship Co-ordinator also keeps in touch with developments in the subject and acts in an advisory capacity to colleagues, ensuring that worship is prioritised on the School Improvement Plan, to allow for INSET and resource development.
- Monitoring the quality of Collective Worship is an on-going process and evaluated each Spring Term as part of the School Ethos and Worship Committee's self review cycle

5. SCHOOL IMPROVEMENT PLAN FOR COLLECTIVE WORSHIP

The Worship Co-ordinator produces an annual action plan in line with other co-ordinators. This provides an indication of short and long term intentions, with arrangements for review concerning e.g.:

- themes and approaches
- development of resources
- staff training and support
- pupil participation and response
- evaluation of evidence sheet monitoring
- evaluation of the current programme and in the long term raise quality of worship, expend resources
- the role of visitors within collective worship
- audit resources

When a whole school focus for school improvement a target will appear within the annual School Improvement Plan.

6. CURRENT PRACTICE

a) Organisation

The pattern for worship each week at present is as follows:

Day	Grouping	Time	Place	Leader
Monday	Reception to Year 4	9:00 – 9:20	Main School Hall	Head/Ministry Team
	Years 5 & 6	9:00 – 9:20	Annexe Hall	Rota of Teachers
Tuesday	Reception and K S 1	10.00 – 10.15	Main School Hall	Rota of Teachers
	Years 3 & 4	9:00 – 9:20	Main School Hall	Rota of Teachers
	Years 5 & 6	9.00 – 9.20	St. Michael's Church	Ministry Team
Wednesday (Prayer and Praise)	Reception, K S 1 and Years 3 & 4	Specified on class timetable	Classrooms	Class Teacher
	Years 5 & 6	9:00 – 9:20	Annexe Hall	Music and Head
Thursday (Prayer and Praise)	Reception to Year 4	10.10 – 10.30	Main School Hall	Music and Member of Staff
	Years 5 & 6	9.00 – 9.20	Annexe Hall	Deputy Head
Friday	Whole School Worship	2.40 – 3.00	Main School Hall	Head/Deputy Headteacher / Ministry Team
	Or Class Led Worship (If parents attending separate classroom worship for K S not involved)		Main School Hall	Identified Class (Class Teacher)

N.B. When outside visitors are arranged worship is whole school and held in Main School Hall.

In addition the school worships in Church on the following occasions:

- Harvest
- Michaelmas
- Christmas
- Easter.

The Eucharist is celebrated in Church on Michaelmas and the last Tuesday before the Easter break.

Parents and members of the congregation are invited on these occasions and every Tuesday morning.

Visitors and outside speakers are invited to lead our worship on a regular basis.

These include members of the Parish Ministry Team and Lichfield Schools' Christian Trust.

NB No worship programme can ever be entirely pre-planned. There will always be the spontaneous moment or occasion when it is important spiritually to focus on the immediate, so that pupils become aware of how the spiritual dimension transcends all our experience and in turn can be relevant to our interpretation of that experience.

Grace is said at lunchtime.

b) Methodology for delivering the Worship Programme

Current practice

Arrangements for worship take into account our split site and the constraints of St Michael's Church building.

Gifts and opportunities within our school community

We value our links with St Michael's Church and are able to draw upon the expertise within the ministry team and other members of the parish who support our acts of worship on a weekly basis

Timetable limitations

At some points during the year swimming lessons mean that a class may miss the act of worship for that day. On these occasions the children will have the opportunity to participate in a short class act of worship.

Elements of worship

Depending on the setting for worship (hall, classroom, church) worship leaders may choose to use:

- Music to signal the beginning and end of worship
- A focal point such as a candle or artefact such as the dove in the annexe
- A welcoming or closing phrase with a pupil response
- Hymns or worship songs
- A bible reading
- A visitor
- A period of quiet reflection or prayer
- Involvement of pupils in leading parts of the worship

Rationale for content

Our current two year plan seeks to provide worship leaders with fortnightly themes that are of a broadly Christian character. In addition to these important times in the church year (e.g. Christmas, Easter, Harvest, etc) will be observed.

The content of the Collective Worship Plan will seek to be relevant to the pupils' school and home life whilst, as the pupils progress through the school, will encourage and invite wider reflection about the implications of the theme in the local community, nation and world as each pupil cycles through the plan three times.

The centrality of the role and need for reflection in worship will be taken into account.

Trusting staff's professionalism, the Plan will seek to avoid being prescriptive whilst *suggestions* from the Worship committee for resources, Bible readings and hymns / worship songs will be provided. Alternative themes have been created for younger pupils.

In leading worship leaders are encouraged to link the day's theme to Christian faith and principles, whilst acknowledging the rich tapestry of religious belief and commitment in our world today. Some elements which might be included are:

- The Christian Year of Festivals
- Christian rites of passage – Anglican and other Christian traditions

- Biblical teaching from the Old and New Testaments that is relevant to the pupils' experience and behaviour and is consistent with the ethos and values of the school
- The Life of Christ
- Faith in action – relevant examples to the school community from the past and present
- Parables and sayings of Christ
- The spiritual search – with examples of journeys e.g. missionaries, past and present
- Values and morals affirmed in school
- People who have challenged and inspired
- Topics related to the curriculum of the school, which have a Christian /religious / spiritual focus
- Every-day experience which has a spiritual focus

This will be reviewed as circumstances change.

APPENDICES

1. Instrument of Government
2. Worship Co-ordinator's Job Description
3. 2 Year Cycle of Themes
4. Resource List
5. Alternative Themes / Topics

1. The name of the school is St Michael's Church of England Voluntary Controlled Primary School, Lichfield.
2. The school is a voluntary controlled school.
3. The name of the governing body is the governing body of St Michael's Church of England Voluntary Controlled Primary School, Lichfield.
4. The governing body shall consist of:
 - a. 6 parent governors
 - b. 2 LA governors
 - c. 1 teacher governor
 - d. 1 staff governor
 - e. 4 foundation governors
 - f. 2 community governors (*need to check the link with paragraph 6 below!*)
 - g. The head teacher (except at the time when s/he has given written notice to the clerk to the governing body of the school that s/he chooses not to be a governor).
5. The total number of governors shall be 17 (except at any time when the head teacher has given notice as above that s/he chooses not to be a governor, when the total number of governors shall be 16).
6. One co-opted governor shall be a governor for whose appointment a nomination shall be sought from Lichfield City Council and the Alrewas and Fradley with Streethay Parish Council
7. Foundation governors shall be appointed by Lichfield Diocesan Board of Education.
8.
 - a. Of the Foundation governors the Principal Officiating Minister of the Parish of Lichfield St Michael shall be a foundation governor ex officio
 - b. The Archdeacon of Lichfield shall appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above in the event that the ex officio foundation governor is unable or unwilling to act as a foundation governor, or there is a vacancy in the office by virtue of which his governorship exists.
9. The ethos of the school:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

St Michael's CE (C) Primary School, Lichfield

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

10. Subject to regulation 5 (4) of the Education (School Government) (Transition to New Framework) Regulations 1998, this instrument of government comes into effect:
 - On the date of making for the purpose of reconstituting the governing body;
 - On 1 September 1999 for all other purposes
11. This instrument was made by order of Staffordshire County Council as local education authority on 28th May 1999.

continuity and progression across the school.

- To understand and actively implement the key aspects of the School's Mission Statement, Vision and policies.
- To develop a positive relationship with parents and ensure communication with them is effective and timely.

4. COMPETENCIES

- Influencing – using persuasion and building relationships to achieve school objectives and targets.
- Communication Skills – communicating clearly and concisely, tailoring content and style to meet needs and promoting free-flowing communication.
- Inspiring – directing, guiding and inspiring children and colleagues to achieve success.
- Collaboration – working successfully with others at a variety of levels and valuing the different skills and expertise of colleagues.

5. PERFORMANCE MEASURES

Performance will be assessed using evidence provided/gathered during the annual Performance Management cycle, participation in Phase Group meetings and ongoing professional discussions with the Leadership team. Examples of evidence to include lesson observations, outcomes of scrutinies of children's work, planning documentation, Individual Education Plans (IEPs) etc. All competencies to be demonstrated to an acceptable level.

6. ORGANISATION CHART – Copy Attached

SIGN OFF

Post Holder: Date:

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Line Manager: Date:

.....



Classteacher and RE and Collective Worship Subject Leader Responsibilities of the Post

Classteacher Responsibilities

(Year Group to be decided during the Summer Term. Please identify your preferences / strengths in your supporting information on your application form)

As a full time class teacher the successful candidate will have the following responsibilities:

- To plan for a mixed ability class within a National Curriculum year group
- To participate in weekly year group planning meetings
- To assess pupils' progress in line with the school's assessment policy
- To facilitate a lively, stimulating classroom environment
- To organise trips and other activities relevant to the year group
- To participate in the wider life of the school through extra-curricular activities and community events

RE and Collective Worship Subject Leader's Responsibilities

As RE and Collective Worship Subject Leader the successful candidate will have the following responsibilities:

- To lead and co-ordinate the development of RE and Collective Worship throughout the school
- To monitor teaching and learning of RE and Collective Worship throughout the school and offer colleagues support and guidance whenever necessary
- To keep abreast of current developments within RE and Collective Worship particularly those associated with Diocesan Guidelines
- To liaise with the Assessment Co-ordinator with regard to the assessment of RE and Collective Worship
- To organise and monitor the use of resources
- To take responsibility for budgeting and resourcing for RE and Collective Worship
- To plan and deliver INSET for staff and workshops for parents and governors as appropriate
- To liaise with the Governing Body School Worship and Ethos Committee attending meetings wherever possible
- To organise events within the school that promote enthusiastic involvement in RE and Collective Worship by pupils, colleagues, parents and governors
- To be aware of issues surrounding equal opportunities, special educational needs and inclusion within RE and Collective Worship
- To liaise with outside agencies such as the Diocesan Board of Education and its officers
- To be accountable to the Headteacher at all times

SAINT MICHAEL'S (VC) PRIMARY SCHOOL Two Year School Collective Worship Plan - YEAR ONE
 Term 1 (Autumn) S.E.A.L. – New Beginnings

Version Date: Mar 08

S.E.A.L. – Getting On & Falling Out

	Belonging	Expectations	Friendship	Harvest / Sharing	Memories (Remembrance)	Light (Divali / Advent)	Gifts / Christmas
1	Building Relationships	Discipleship	Friends	Harvest Festival	Memories	Symbolism of Candles	Gifts / giving
2	“Us” and “Them”	Class behaviour	Pen Pals (Global)	Nature	Loss / Sorrow	Seeing the light (Eureka)	Preparations
3	Encouraging one another	Promises	Groups	Sharing	Famous People of the Past	Diwali	Red letter days
4	Joining In	Obedience	Relationships	Global justice / issues	Happy Memories	Guiding light	Have / Have nots (Thanks)
5	All Saints	Doing Right	Dedication / loyalty	God's World	Sacrifice	Sight / blindness	UK Xmas Customs
6	Trust	Peer pressure	Unselfishness	Food / nutrition	Armistice	Advent Ring	Overseas Xmas Customs
7	Tradition	Duty	Reliability	Famine	Patriotism	Jesus, Light of World	Refugees / Mary & Joseph
8	The Human Family	Citizenship	Patience	Farming	Peace	Shining examples	Christmas music / carols

Term 2 (Spring) S.E.A.L. – It's good to be me

S.E.A.L. – Going for Goals

	Openings / New Start	Forgiveness (Lent)	All About Me	Seasons / Weather	Love / Caring / Service	New Life / Growth (Easter) Order to suit fall of days	
1	Introductions	Saying “Sorry”	Talents / skills	Spring – showers	(Types of) love	The Last Supper	
2	New Year Resolutions	Saying “I forgive you”	Identity – who are you?	Beauty in creation	Care	Good Friday / The Cross	
3	Optimism / hope	Building Bridges	Hobbies	Summer – holidays	Devotion	Easter / Empty Tomb	
4	Choice / Choices	Justice and Fair Play	Strengths and weaknesses	The Sun	Kindness	New Life	
5	Starting afresh	Secrets	(Auto)Biography	Autumn – changes	Helpers	Growth	
6	Opportunity/ies	Jesus & The Wilderness	Being Young	Trees – earth's lungs	Service	Life / Death Cycle	
7	Future / Planning	Temptation	Growing Old / Generations	Winter – darkness	Charity/ies	Planting	
8	Getting Older	Reform / Change for good	Names	Staying warm	Helping hands	The Passover	

Term 3 (Summer) S.E.A.L. – Relationships

S.E.A.L. – Changes

	Team Work / Sport	Tolerance / Understanding / Freedom	Pentecost / Courage	Travel	Challenges	Books / Stories (Book Week)	End of School Year
1	Leisure	Freedom & responsibility	Pentecost	Discovery (Explorers)	Obstacles	My favourite story	Re-Creation / Sabbath
2	Fair Play	Respect	Turning Points	Pilgrimage	Giving Up (Regrets)	Old Testament Stories	The Journey of Life
3	Team Work	Disability / handicap	Power and Spirit	Transport (eg tankers, lorries)	Going On (Perseverance)	Parables and Fables	Having Fun
4	Everyone's Important	Aggression and Hate	Campaigners	The world about us	Adventure	Famous Author (1)	Playing Safe
5	Enjoyment	Difference	Bravery	Visits and Visitors	Personal Challenge	My favourite poem	Moving on
6	Health	Democracy	Confidence	Navigation	The Challenge of Jesus	New Testament Stories	Prouds and Sorries
7	Laws and Rules	Prejudice	Power of Words	Holiday Travel	Challenges Ahead	My Story	Saying farewell
8	Winning and Losing	Other Faiths	Pentecost: Signs & Symbols	Desert Island Discs	Achievement	Famous Author (2)	End of Year

Term 1 (Autumn) S.E.A.L. – New Beginnings

S.E.A.L. – Getting On & Falling Out

	Community	Searching / Lost & Found	Water / Responsibility (Harvest)	Peace (Remembrance)	Families	<i>Thinking of others / Listening</i>	Special Times / Celebrations (Advent / Xmas)
1	Partners	(Parable) Lost Coin	Water, water, <i>everywhere?</i>	Friends Again (Reconciliation)	My family	A time for everyone	Excitement / Anticipation
2	Community	Lost (Prodigal) Son	Daily Bread	War and Peace	Church / faith family	Listening to each other	Seasonal / Special Food
3	Co-operation	Rescue Services	Cycles of life (seedtime)	Why do we fight? (Causes)	Home	Being heard helps (e.g. Childline)	Christmas Music
4	Global village	Hidden Talent	Charities (responsibility)	Children at war	Abroad	Stop and listen / conscience	Hanukkah (Jewish)
5	Neighbours	Research / Finding Out	Jubilee (Old Testament)	Personal experiences of war	Extended family	Lend a helping hand	<i>Wonderful</i> Christmas
6	Fellowship	Jesus (lost) in Temple	Origins of shop goods	Symbols of peace	Living alone	Listening to the news	Sadness at Christmas
7	The School Community	Don't judge a book by its cover	Farming	"Sticks and Stones...."	Grandparents	Forgiving	Birthdays (Nativity)
8	Our city	Amazing Discoveries	Harvest Thanksgiving	Poppies	Global family	Compassion	Happy Christmas!!

Term 2 (Spring) S.E.A.L. – It's good to be me

S.E.A.L. – Going for Goals

	Rules / Vision (New Year Resolution)	Reflection / Believing	All that we are	<i>Wilderness / Humility</i> (Lent begins)	Awe / Wonder / Ecology / Pattern (Spring)	<i>About God</i> (an extra week)	Praise / Easter
1	New Year Resolutions	Time to be still	Touch	Deserts / drought	Creation	Creator of the world	What praise means
2	Epiphany (6 th Jan)	Time to think	Taste (Bread and Wine?)	John the Baptist / Jesus	All things bright and beautiful	Provider of our needs	Music
3	Dreams: What do they tell us? (Jacob / Joseph)	Time to be quiet	Sight (& blindness) / visual world	Good and evil	Day and Night	Pictures of God: Icons	Praise through the arts
4	Dreams: Future – Martin Luther King / Mandela	Time to listen	Hearing (& deafness)	People who forgave	One World	God's gift to the world - Jesus	Celebrations of praise
5	Old and New	Believing for yourself	Minds	Giving up for Lent / Self-denial	Signs of new life	End of Lent Appeal / Presentation?	Palm Sunday
6	Rules and laws that change	Hinduism	Smell (Incense)	Being humble	Celebrate our own creativity		The Last Supper
7	Aims and ambitions – "When I grow up..."	Sikhism	Hearts / Emotions / Feelings	Ash Wednesday	Conservation – caring for God's world		The Last Supper
8	Visions of the future	Respecting belief	Spirit / Soul	Being sorry (repentance)	What can we do at St Michael's		Easter / Mary's Story

Term 3 (Summer) S.E.A.L. – Relationships

S.E.A.L. – Changes

	Happiness	Role Models / Choosing	Honesty / Trust	Patience (Pentecost)	Exploring	Hope / Perseverance	End of Year
1	Happiness is...	Saints & martyrs	The boy who cried "Wolf!"	Waiting for good things	Christopher Columbus	Things we hope for	Achievement
2	Laughter is the best medicine	Heroes & heroines	Telling the truth	The story of Pentecost	First landing on the moon	The hope of life beyond death	Saying farewell
3	Making others happy	Inspiration / charisma	Owning up	The Church's birthday	Pushing the boundaries	Remaining hopeful even when...	Looking forward
4	The best things in life are free	Special People	The truth hurts – be kind	Symbols of the Holy Spirit	Maps and guides	Signs of hope	Holiday plans
5	Jokes & making fun of others	Great leaders	People you trust	Being patient with one another	Sir Edmund Hilary	Scott of the Antarctic	Fond memories
6	The Beatitudes (Matt 5)	Good / bad examples	Stranger danger (WWWeb)	God's patience with us	Extending our own boundaries	Cathedral building – a project over centuries	Playing safely
7	Don't worry...be happy	Saint Francis	Heroes of truth (e.g. Galileo)	Some things can't be hurried	Exploring the past	Perseverance in nature	Being grateful
8	Happy events	Choosing a good role model	Telling tales	Take your time – the Hare and the Tortoise	Exploring the unknown	Learning a skill – don't give up	End of Year



Title	Author	No of Copies	Location
Worship! Making Primary School Worship Come Alive	John Bailey	2	Main School Staffroom / Annexe Staffroom
Assembly Chains Assemblies with Christian Themes for the Primary School	Diane Walker	2	Main School Staffroom / Annexe Staffroom
Poems and Prayers for a Better World		2	Main School Staffroom / Annexe Staffroom
A story, a hug and a prayer 2	Michael Forster	2	Main School Staffroom / Annexe Staffroom
Children Aloud: Adults and children worshipping together	Gordon and Ronni Camont	2	Main School Staffroom / Annexe Staffroom
Together through the Bible Resources for children's groups, all age services and collective worship		2	Main School Staffroom / Annexe Staffroom
A Child's Book of Celtic Prayers	Joyce Denham	2	Main School Staffroom / Annexe Staffroom
A-Z of assemblies: 26 ready to use assemblies for 9 –13 year olds	Caroline Vallance	2	Main School Staffroom / Annexe Staffroom

Title	Author	No of Copies	Location
Assembly Ideas for Harrassed Heads Pack 1	Roger Hurn		Main School Staffroom
Christian Festivals – Stories, Poems, Plays, Songs	Saviour Pirotta		Main School Staffroom
Don't Just Do Something Sit There – Developing children's spiritual awareness	Mary K Stone		Main School Staffroom
Inter Active Assemblies Using Drama and Puppets	Diane Walker and Jon Webster		Main School Staffroom

In addition a number of further resources are in the Main School Staffroom, provided on loan by St Michael's Church.

Title	Author	No of Copies	Location
The Time Line Assembly Book – Christian Lives from Twenty Centuries	Margaret Cooling		Annexe Staffroom
Guided Meditations for Children – How to Teach Children to Pray Using Scripture	Jane Reehorst		Annexe Staffroom
50 Five Minute Stories – A resource for teachers, children's workers and parents	Lydia Neilands		Annexe Staffroom
A – Z of Assemblies 26 ready to use assemblies for 9 – 13 year olds			Annexe Staffroom

Title	Author	No of Copies	Location
Prayers for friends			Reception
Prayers for mealtimes			Reception
Prayers for family			Reception
The Lion Book of First Prayers		2	Reception / Year 1
The Lion Book of Children's Prayers	Mary Batchelor	4	Reception / Year 1 Year 2 / Year 3
365 Children's Prayers:Prayers old and new for today and every day		6	Year 1-6
Praying with Children: Some Ways and Means	Jenny Pate	5	Year 2-6
The Assemblies Resource Book: High quality assemblies for primary schools		5	Year 2-6
The Lion Treasury of Children's Prayers	Susan Cuthbert	3	Year 4-6