



Forton Primary School Collective Worship Policy

The Collective Worship Policy at Forton Primary School pays due regard to statutory requirements, and has taken account of the guidance offered by the Local Authority through its SACRE. Collective Worship is legally required to take place every school day and 'shall be wholly or mainly of a broadly Christian character' (1988 Education Act).

The Collective Worship Policy of Forton Primary School is in line with the philosophy and aims of the school as expressed in the school prospectus.

Definition of Collective Worship

Collective Worship is a time when the whole school, or groups within the school meet together in order to consider and reflect on common concerns, issues and interests. It offers all pupils an opportunity to worship through engaging in relevant, meaningful experiences and provides opportunities for the pupils' spiritual, moral, social and cultural development.

Aims of Collective Worship

For the School:

Collective Worship contributes significantly to the ethos of Forton primary School and it is our aim as a school community to:

- share common aims and values
- celebrate achievement and special times
- explore together the world in which we live
- develop a community spirit

For the Pupils:

We also intend that Collective Worship contributes to the development of the pupil as a 'whole' person by providing opportunities to:

- worship that which is considered worthy
- consider spiritual and moral issues
- explore their own beliefs
- develop their own spirituality
- reinforce positive attitudes
- participate and respond
- reflect on what it means to be human

The Contribution of Collective Worship to aspects of the Curriculum

Collective Worship time is distinct from curriculum time but may at times feature aspects of the curriculum, which will enhance the experiences of pupils by reflecting on the work done

in classes. At times, Collective Worship will enrich class work through its consideration of subject matter from different perspectives.

The provision of opportunities for pupils' spiritual, moral, social and cultural development is in line with school policy which informs our practice. To ensure Collective Worship provides opportunities for spiritual, moral, social and cultural development it should address a wide variety of themes and topics, use diverse stimuli and resources and provide pupils with the opportunity to 'respond' on their own level.

The Management of Collective Worship

The Worship Coordinator is the headteacher at Forton Primary School. See Appendix A for Roles and Responsibilities of Headteacher, Governors and Coordinator.

The Organisation and Leadership of Collective Worship

There is a weekly timetable for Collective Worship with a named member of staff responsible for leadership each day, under the overall supervision of the Headteacher. See Appendix B for weekly timetable.

Acts of worship will usually last for approximately 15 minutes, although it is recognized that this time will be shortened or lengthened when it is appropriate.

Planning Acts of Collective Worship

The content of all acts of Collective Worship will be considered carefully, to ensure relevance and suitability for the ages, aptitudes and backgrounds of all pupils. Termly planning sheets list themes, special occasions and events, but will be flexible to allow the inclusion of current and topical issues. Together with weekly planning and recording sheets, these will ensure that there is continuity and progression, and enable the monitoring and evaluation of acts of worship to take place.

Visitors will be welcome to lead Collective Worship from time to time and will be given guidance (Appendix C) on acts of Collective Worship at Forton Primary School. Leaders from Faiths within the area will increase the pupils' awareness, promote respect and raise the esteem of the pupils who belong to these Faiths.

The Act of Collective Worship

A variety of teaching and learning styles and active and interactive methods are appropriate in acts of Collective Worship. Any and all of the methods employed in the classroom can be used effectively in acts of Collective Worship. A variety of resources will also be used, (Appendix F). Leaders will choose the style/method and resources, including music, which are appropriate to the content, the age, aptitude and the background of the pupils.

The content and process must be sufficiently stimulating in order to evoke a response in the individual. This may not be visual, but opportunity must be given to express this response through reflection and prayer.

If announcements are to be given at the same time as an act of worship then they will be of a positive nature, which at times may enhance the act of worship itself. Announcements

will be made at the end of the act of worship and a clearly defined break between them and the act of worship will be made. (A change of personnel, music, a moment of silence etc)

Withdrawal

Any parent who objects to their child attending an act or acts of Collective Worship may request that their child is withdrawn. Parents are encouraged to discuss this with the headteacher. Any pupil who is withdrawn from an act or acts of Collective Worship will be supervised during that time by a member of the school staff. See Appendix D.

Monitoring and Evaluation

The coordinator will evaluate Collective Worship using the form Monitoring Collective Worship (1) and evaluate Collective Worship using Monitoring Collective Worship (2). Information gathered will feed into school self evaluation and inform any necessary changes to collective worship in the next term/s. Monitoring Collective Worship evaluation forms are found in Appendix E.

Attached:

Appendix A	Roles and Responsibilities: Headteacher, Governors, Collective Worship Coordinator
Appendix B	Timetable for Collective Worship
Appendix C	Visitor Guidelines
Appendix D	Withdrawal of pupils
Appendix E	Monitoring Collective Worship (1) and (2)
Appendix F	Resources

Appendix A

Roles and Responsibilities

Headteachers

Headteachers should:

- be aware of their legal responsibilities in regard to Collective Worship, taking account of the requirements of the Education Reform Act 1988, Education Act 1996 and the School Standards Framework Act 1998.
- take account of the policy and guidelines for Collective Worship issued by Lancashire County Council
- ensure that governors and staff are informed and receive training to enable the school to implement statutory requirements and the Authority's policy on Collective Worship
- ensure that the legal requirements for Collective Worship are met and that a daily act of Collective Worship takes place. Headteachers may designate the responsibility for managing Collective Worship to a co-ordinator or team. (see the Role of the Co-ordinator)
- through the school brochure or prospectus, inform parents of their child's entitlement to a daily act of Collective Worship and their right to withdraw their child if they wish (see Withdrawals). This statement should be distinct from the statement on Religious Education.
- if necessary, apply to SACRE for a Determination (see Determinations)
- parents to be informed about any visitors that are invited into school through the newsletter.

Governors

Governors should:

- be aware of their legal responsibilities in regard to Collective Worship, taking account of the requirements of the Education Reform Act 1988, Education Act 1996 and the School Standards Framework Act 1998.
- take account of the policy and guidelines for Collective Worship issued by Lancashire County Council
- in a Voluntary Aided or Controlled School, also take account of the School Trust Deeds
- their entitlement to a daily act of Collective Worship
- monitor and review the provision and development of Collective Worship as part of the Whole School Development Plan
- if necessary, consider Determinations (see Determinations)
- ensure that statements about Collective Worship in the school brochure or prospectus are distinct from statements relating to Religious Education

Collective Worship Coordinator

Collective Worship Co-ordinator should:

- assist the governors to carry out their legal responsibilities with regard to Collective Worship
- report to the governors on matters of concern and development
- communicate with members of the school community regarding the significance and content of acts of Collective Worship
- organise/ lead training
- monitor and evaluate Collective Worship using agreed documentation (see Appendix E)
- ensure that, following evaluation, any necessary changes inform a development plan for Collective Worship which may at times form part of the Whole School Development Plan.
- be responsive to the needs and views of other members of the school community
- buy resources, provide access and advise staff on their use, including books, posters, visual aids, artefacts and music
- organise visitors
- plan themes for Collective Worship
- ensure that a record of acts of Collective Worship is maintained

Appendix B
Timetable of Collective Worship

Collective Worship 10:00 – 10:15	Monday	Tuesday	Wednesday	Thursday	Friday
Member Staff of	Mrs.Boase Mrs Kendrick THEME	Miss Hackett SEAL	Mr Hall MUSIC	Mrs. Boase LEARNING PARTNERS	Y6 and Mrs Boase CELEBRATION

Appendix C Visitor Guidelines

Using visitors to lead an act of Collective Worship or as a resource or participant can enrich the experiences of pupils. As with any visitor to the school, it is advantageous to have clear guidelines so that both the school and the visitor know what to expect.

It is the school's responsibility to ensure that visitors know that:

- legal requirements may affect what they have to say. For example, there should be appropriate regard for the ages, aptitudes and family backgrounds of the pupils and that most acts of worship should be wholly or mainly of a broadly Christian character, without being distinctive of any one denomination
- representatives of faith communities may present their faith and the practices of their faith community for pupils to consider and reflect upon. They may not impose their views on pupils or criticise the viewpoints or faith stances of others

To assist visitors make an effective contribution to the Collective Worship they should be made aware of:

- policy and guidelines for Collective Worship
- the structure and organisation of Collective Worship for the day of their presentation
- the ages, aptitudes and family backgrounds of the pupils attending the act of Collective Worship
- what is expected of them in terms of theme and focus
- the length of time allowed for their presentation
- where their presentation fits into the overall programme for Collective Worship
- the resources and equipment available to them
- any recording documents they have to complete

Visitors should never be left alone with groups of pupils during the act of Collective Worship while staff are engaged elsewhere. Charity fund raising addresses should be limited to once or twice a year. Regular visitors should be encouraged to use a variety of styles and strategies in their presentations. Occasionally a visitor may present an address which does not form part of the school's Collective Worship programme and this should also be recorded in the documentation.

Appendix D Withdrawal of Pupils

Parents have the right to withdraw their child from attending an act or acts of Collective Worship on religious grounds. Parents should make their wishes known to the headteacher who will arrange that any pupils who are withdrawn will be supervised appropriately during the acts of Collective Worship.

Appendix E Monitoring Collective Worship (1)

Area Monitored	Effective Provision	Needs some Development	Poor/No Provision
The job description for the co-ordinator fully describes all duties			
The duties of the co-ordinator have been carried out			
Collective Worship forms part of the whole school development planning			
Collective Worship is distinct from areas of the curriculum, particularly RE, in all school documentation			
Training has been provided where appropriate			
The right climate for Collective Worship has been secured			
A policy document is in place and reflects current practice			
The legal requirements for Collective Worship are being met			
Those leading Collective Worship are aware of the resources available			
Collective Worship is well resourced			
Collective Worship is well planned			
All acts of Collective Worship are recorded			
A list of appropriate visiting speakers is available			
All Collective Worship documentation is understood and used by those concerned			
Governors are aware of all Collective Worship documentation, policy and practice			
The timing & duration of Collective Worship in the school day is appropriate			

Monitoring Collective Worship (2)

Occasionally, acts of Collective Worship themselves should be monitored to ensure legal requirements are met and the school's policy is being implemented. This includes all forms of groupings: whole school, key stages, year groups and classroom based and led by various personnel including teachers, pupils and visitors.

Area Monitored	Good	Satisfactory	Poor
The environment is conducive for Collective Worship			
The right atmosphere had been created and an appropriate focal point has been established			
Preparation was thorough			
Attention had been given to the age, aptitude and background of pupils and was inclusive of the whole school community			
Content was appropriate to the theme			
The values promoted by the school were addressed			
The ethos of the school was enhanced			
Opportunities for worship were provided through personal reflection and / or prayer			
There were opportunities for spiritual development			
Opportunities for moral, social and cultural development			
Links with areas of the curriculum			
Pupil involvement			
The pupils' comments about the experience:			
The leader's comments about the experience:			
Your evaluation of the experience:			

Appendix F Resources

Resources In Schools	<p>The Primary Assembly File</p> <p>Values for Life</p> <p>SEAL assemblies</p> <p>Assemblies for Sensitive Issues</p> <p>All Year Round</p> <p>In the Bag by John Wright</p> <p>Autumn/ Spring/Summer term assemblies by Margaret Cooling</p> <p>The Storyteller Bible</p> <p>No Praise Music for Kids? No Problem. 150 Praise Songs. Kevin Mayhew. (CD collection)</p>
Websites	<p>Many sites now feature material which is useful for assemblies / Collective Worship and this is just a selection</p> <p>www.assemblies.org.uk/</p> <p>www.natsoc.org.uk/</p> <p>www.culham.info/index.html</p> <p>www.christian-aid.org.uk/</p> <p>www.cafod.org.uk/schools/default.asp</p> <p>www.resite.org.uk/</p> <p>www.stapleford-centre.org/</p> <p>www.prayingeachday.org/</p> <p>www.reep.org/</p> <p>www.teachernet.gov.uk/management/assemblies</p> <p>www.assemblingcitizens.co.uk</p> <p>www.hibbert-assembly.org.uk/</p> <p>www.schoolassemblies.btinternet.co.uk</p> <p>www.tere.org/primary/collective_worship</p> <p>www.tere.org/secondary/collective</p> <p>www.thefaithzone.org.uk/cowo.html</p>
Future resources that could be purchased	<p>Multi-faith Activity Assemblies by Elizabeth Peirce Publisher: Routledge Falmer ISBN: 0-415-30359-1</p> <p>Starting Together by Brian Ogden Publisher: The Bible Reading Fellowship ISBN: 1-84101-257-2</p> <p>Cracking Assemblies by Margaret Cooling and Diane Walker Published by The Stapleford Centre ISBN 0951653784</p> <p>Cracking Assemblies 2 by Margaret Cooling, The Stapleford Centre ISBN 1-902234-15-4</p> <p>Time for Reflection by K Kitching and A Sevier; Published by Belair Publications Ltd ISBN 094788274X</p> <p>Instant Inspirations by Crutchley and Parnell, Published by Barnabas ISBN 841010030</p> <p>Poems and Prayers for a Better World comp. by Su Box & Felicity Henderson Lion ISBN 0 7459 3886 8</p> <p>Worship! by John Bailey National Society & Church House Pub ISBN 0-7151-4915-6</p> <p>More Christian Assemblies for Primary Schools by Sharon Swain Pub by SPCK ISBN 028105150X</p>

Promoting Pupils' Spiritual, Moral, Social and Cultural Development through Collective Worship in the Primary School by Julie Grove and Louise Tellam, Solihull SACRE publication

Ready to Go! Ideas for Assemblies KS1 by **Georgie Beasley**, Scholastic ISBN 0 439 01776 9

Ready to Go! Ideas for Assemblies KS2 by **John Buckley**, Scholastic ISBN 0 439 01777 7

Dance Assemblies by **Gill Jones** (music: Roger Crompton), Southgate ISBN 1 87541 098X

This Amazing World **Compiled by Lois Rock, Illustrated by Ruth Rivers**, Lion ISBN 0 7459 4459 0