**AN EXEMPLAR CODE OF PRACTICE FOR COLLECTIVE WORSHIP IN ... sECONDARY SCHOOL**

The following code of practice can be used as a starting point for developing your own school code of practice; items in *italics* should be adapted to suit your own school situation and ethos.

**Organisation, Content & Structure**

***(Personalise this section to your school- the following is an example)***

*The whole school, including members of staff, meet together* *daily* *in the hall each morning except Thursdays when the class teachers conduct worship in their own rooms. Collective worship usually lasts approximately 10- 15 minutes, but the length of may vary. Various people assist the head in conducting whole school worship. Visitors play an important part in the life of our school and regularly contribute to collective worship. Clergy of the parish are frequently invited, as are members of charitable organisations, to offer their expertise to the school. On major festivals (e.g. Harvest, Christmas), collective worship is held in the local church. Where students are withdrawn from collective worship, alternative activities are provided in the school library.*

***Content***

*It is the responsibility of the leader of each act of collective worship to plan for and to include a variety of ingredients within the clearly stated theme for the week. This may involve liaison with the music or worship co-ordinator, where necessary.*

*The content of the worship can include use of stories, poems, drama, songs, visual aids, prayers, moments of reflective silence, OHP, focal points, interactive activities for the students, slides or video presentations, and consideration of work undertaken in the school curriculum. A collection of resources is available in school normally kept in the staffroom as an aid to planning.*

*It should be noted that an ‘assembly’ is not an ‘act of collective worship’ but a gathering of the school for other purposes, e.g. notices, achievement book, behaviour chats etc*

*We have developed a range of themes and topics through which collective worship takes place. An overarching theme is chosen for each term and weekly themes for each half term are developed from this and presented in a variety of ways.*

*Each act of collective worship will include more than one of the following elements:*

* *celebration of the major festivals of Christianity and of other faiths;*
* *presentation of Bible stories;*
* *topical matters from the news or the locality;*
* *using literature with implicit or explicit religious teaching;*
* *appreciation of the natural world and human activity;*
* *appreciation of the talents, achievements and work of ourselves and others;*
* *visitors who represent organisations who have a brief acceptable to the school;*
* *prayer in different forms - formal, students’ own, silence* *and meditation. These might include praise, seeking forgiveness, asking on behalf of self and others and quiet reflection;*
* *use of music (this will include CDs as an introduction and conclusion, singing and instrumental playing by members of the school), drama etc;*
* *use of appropriate artefacts and focal points (candle, cross, flowers etc.)*
* *participation by the students;*
* *using collects, responses, hymns and psalms as a focus for short acts of worship.*

*(Adapted from the Carlisle Diocesan Collective Worship Guidelines)*

**Resources**

The school budget includes a sum of \_\_\_\_\_\_\_to be used annually for resourcing collective worship. Visual aids (artefacts, posters and books) are purchased regularly and are catalogued and stored in the *staff room*. Each staff member has a copy of the list of resources.

**Planning and Record Keeping**

A system oflong term, medium term and short term planning and recording documents are kept in school.The planning documents, rotas and themes are discussed and then distributed to staff at the beginning of each term. There are also displayed on the staffroom notice board. New/Supply staff are briefed as necessary by the worship co-ordinator. Any plans relating to worship are kept fully up to date. The act of collective worship record is kept in the staff room. These plans are kept over time to avoid repetition of stories and other elements of worship, whilst ensuring a breadth of approach is used. The worship coordinator is available to assist with planning should a member of staff request this.

**Visitors**

Each visitor is personally communicated with by the collective worship co-ordinator. They are briefed on school policy and the aims for collective worship. Themes are discussed and suggestions made as to the content of each act of collective worship. Should any problems occur with an act of collective worship the head undertakes to deal with these in liaison with the co-ordinator. A personal letter of thanks is sent at the end of each term.