



Annual Plan of Provision (APOP)

2024 - 25

'Be the best you can be'

Field Lane, King's Lynn, Norfolk, PE30 4AY

Our vision is to create a community based on Catholic faith and values where every child is empowered to be the best he or she can be, nurtured by outstanding teachers, staff and governors

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

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- **During 2024-2025, we continue to embed music and refresh the music repertoire by:**
 - Engaging with the singing Programme led by David Grealy to incorporate music into our RE lessons, learning new hymns appropriate to the liturgical year.
 - Continue to teach children the sung responses within the Mass
 - Work with the Parish to ensure the school’s choir can sing at Mass at the weekend

- **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 2024 – 2025				
Date	Time	Mass	Location	Participants
25/09/24	9:30	Start of Term	Holy Family Church	Whole School
27/09/24	Midday	Diocesan	St John’s Cathedral	Selected children
18/12/24	9:30am	Advent/End of Term	Holy Family Church	Whole School
15.01/25	9:30am	Start of Term	Holy Family Church	Whole School
7/02/25	9:30am	Bishop’s Visit	Holy Family Church	Whole School
02/04/25	9:30am	Lent	Holy Family Church	Whole School
30/04/25	9:30am	Start of Term	Holy Family Church	Whole School
04/07/25	9:30am	Trust Schools	TBC	TBC
9/07/25	11am	Leavers’ Mass	Our Lady of the Annunciation	Year 6
16/07/25	9:30	End of Year	Holy Family Church	Whole School

Classes and Year groups will also attend Parish Mass at Holy Family Church weekly throughout the school year.

- **Opportunities for receiving the Sacrament of Reconciliation.**
 During Advent and Lent, our Parish Priest visits school with two or three additional priests to enable pupils to participate in the Sacrament of Reconciliation. This takes place in the school hall and is facilitated by Ignite. Typically, classes from Year 4 upwards will come to the Hall in silence. They will sit facing 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 hall. All pupils are given the opportunity to participate in the adult-led refection although only pupils who have made their First Confession in the Catholic faith will receive absolution from a priest.

Reconciliation Dates	
05/12/24	Advent
27/03/25	Lent

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

Date	Time	Event	Location	Participants
04/04/24	-	Family Fast Day/Harvest Festival		Whole School
06/12/24	7pm	Advent Service	Holy Family Church	Choir
24/01/25	9am	Jubilee Year: Assembly	School Hall	Whole School
02.02.25	10am	Caritas Festival	Holy Family Church	Mini Vinnies
04/03/25	1:30pm	Burning of the Palms	Playground	Whole School
05/03/25	2pm	Liturgy: Ash Wednesday	School Hall	Whole School
From 05/03/25 until 04/04/25	Daily	CAFOD: Big Lent Walk 6.5.25 Assembly from CAFOD	School	Whole School
01/05/25	1pm	Crowning of Mary	School	Whole School

- **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 Headteacher.
 - The school will begin to develop a Prayer & Liturgy Guide for school staff.
 - Develop Junior Chaplaincy Team
 - All teachers will receive CPD on how to enhance Prayer and Liturgy within their own classrooms.

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

Action	By Whom	By When
Liturgical hymns meeting with David Grealy	HT	Sept. '24
Deliver new staff Prayer & Liturgy induction	HT	As needed
Deliver Prayer & Liturgy in the Classroom CPD	HT	From September 2025
Advertise and interview for Junior Chaplaincy Team	HT	April 2025
Choir to start singing at Sunday Mass	HT, SB, FM	

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 Christian 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 Martha’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 Class 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.

Pupils can choose to join Rosary Group in May and October and can choose to apply to become a Junior Chaplain. 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.

Once they have made their First Holy Communion, pupils can train to be Altar Servers. The Clergy support the training in school and at the Church. Pupils can then serve at school Masses and Mass at Church.

Each classroom has a Prayer Table which is used as a focal point during class Prayer and Liturgy. The two Junior Chaplains 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 Junior Chaplains’ Prayer Book.

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 Martha’s. They also take part in Trust induction about what it means to work in a Catholic school. All staff are given the opportunity to complete the Diocesan Certificate of Catholic Education (DCCS) provided by the Diocese.

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 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			
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 • 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 • Prayer for the Dead 	<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

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.

Pupils are taught that they are all able to **engage** in the prayer and liturgical life of the school, regardless of their faith background. They can do this by joining in with reflection and prayer opportunities, through listening to the Word, in receiving a blessing, by being present. During classroom or class assemblies, they can read prayers and Bible extracts.

However, during Masses, only those who have made their baptismal promise to be ‘Prophet, Priest or King’ can actively minister. This is explained to pupils as being a baptismal duty that Catholics need to fulfil and that those who are not baptised Catholics can usefully contribute by being present and actively engaged.

The Junior Chaplains, ranging from Year 1 to Year 6, are elected annually through a system of application and interview. Some are baptised Catholics and some are not – being a baptised Catholic is not a requirement of the role. Their role is primarily to enhance the prayer life of their class and the school. However, they may be called upon to help organise school Masses. During these times, only those who are baptised Catholics may **participate** in the Mass by exercising ministry, contributing to the delivery of Liturgy of the Word and the Liturgy of the Eucharist.