

## GUIDELINES FOR A COLLECTIVE WORSHIP POLICY

### Introduction to all Policies

There should be a standard school introduction which precedes the detail of each policy, as a reminder to all reading it. e.g.

“This policy should be taken and used as part of . . . Church of England school’s overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England school”

In Voluntary Aided or Voluntary Controlled schools, the policy should include:

#### 1 An introductory paragraph

This should mention:

- that the policy statement has been formally adopted by the governing body, in consultation with the Headteacher
- that it is consistent with the overall aims of the school as expressed in the Prospectus and mission statement (include)
- that it is consistent with the Christian Foundation of the school as expressed in the Trust Deed
- that it takes account of worship guidelines. ‘Church School Leadership’ – a handbook for headteachers of Church of England Schools. Framework for the Statutory Inspection of Anglican Schools (SIAS).
- legislation related to Collective Worship (see DfES Circular 1/94)

## **2 Aims and Objectives**

**Reference should be made to the central values and purposes of Collective Worship.**

**Included in this should be:**

- the religious nature of Collective Worship (referring to C of E Foundation)
- educational values (appropriate to the age, aptitude and family background of pupils)
- how Collective Worship makes a major contribution to the spiritual, moral, social and cultural development of pupils
- how Collective Worship relates to the school's ethos
- how Collective Worship makes a contribution to the spiritual well being of all members of the school community

## **3 Responsibilities**

**Brief reference to the roles and responsibilities of people, groups or systems within the school:**

- the governing body
- the school development plan
- the Collective Worship co-ordinator

## **4 Organisation**

- how Collective Worship is planned and organised
- who is responsible for organising Collective Worship on a day to day basis (include clergy and other visitors who may contribute) and how it is monitored (by staff/children/governors/visitors?)
- what resources are available – in school and on loan (e.g. Diocesan Resources Centre, websites)
- where and when Collective Worship takes place off school premises (e.g. local church)
- the difference between Collective Worship and Assembly
- liaison with other phases/key stages

## **5 Role of the Collective Worship Co-ordinator:**

- day to day organisation
- visitor/whole staff/new staff training
- courses/professional development
- monitoring and evaluating
- resourcing and resource organisation
- long, medium and short term planning

## **6 Equal Opportunities Included in this should be:**

- statement referring to Equal Opportunities policy
- a paragraph to make clear the rights of parents to withdraw their children from Collective Worship (the procedure to be followed should also be set out in the School Prospectus).

## **7 Visitors Include details of:**

- visitors' roles and responsibilities
- any guidelines provided for visitors e.g. visitor's hand book
- any training e.g. diocesan courses, observation of other Collective Worship

## **8 Conclusion**

End with a paragraph emphasising the importance of Collective Worship in terms of its Christian distinctiveness and contribution to the life and wellbeing of the school.