

The version of The Lord's Prayer used in our school
worship:

Our Father in heaven,
hallowed be your name,
your kingdom come,
your will be done,
on earth as in heaven.
Give us today our daily bread.
Forgive us our sins
as we forgive those who sin against us.
Save us from the time of trial
and deliver us from evil.
For the kingdom, the power,
and the glory are yours
now and for ever.
Amen.

The school telephone number is XXXXXXXX

Our worship co-ordinator is XXXXXXXX
She will be happy to answer any queries you have and can
usually be contacted by ringing the school between 12.15pm –
1.00pm.

XXXXXX

PRIMARY SCHOOL

Guidelines for those

leading

Collective Worship

**We are delighted that you will be visiting our school to lead
our Collective Worship.**

At XXXXXX Primary School we value our daily acts of collective worship extremely highly. Through it we identify, affirm and celebrate those ideals and values that we hold to be of central importance to us as a community.

It is important, for visitors to be aware that children in our school come from a range of faith backgrounds, and none; we therefore ask that those who lead Collective Worship take account of this in the preparation and delivery of their material.

At XXXXXX school we prioritise the safeguarding of our pupils and to that end would like you to have enhanced CRB clearance. If you could bring your certificate with you XXXXXX member of staff will happily process that through our school system. Please let us know if you do not have CRB clearance as we can then support your visit appropriately.

Each child at XXXXXX is involved in an act of worship every day. These take place in a variety of different groupings:

Monday - Key stage Groups 10.15 am

Tuesday - Whole School Worship 9.00 am

Wednesday - Key Stage Groups 10.15 am

Thursday - Class Worship 3.00 pm

Friday - Whole School Worship 9.00 am

We normally invite visitors to join us on Tuesday mornings for our Whole School Worship. Whole School Worship is exactly that, and children from 4-11 years will be present, together with their teachers and the Head.

There is a small team including the Headteacher, Worship Co-ordinator and Vicar, which meets half termly to plan the school worship. A planning sheet is then produced and made available to all those who contribute to our school worship.

If you have not already been given a copy of this sheet, please ask the school secretary.

We hope you will find the following guidelines helpful.

We ask that visitors arrive at XXXXX ready to begin promptly at XXXX.

Unfortunately, parking space in the school car park is at a premium; however, there are usually spaces in XXXXXXXX.

On arrival at school please report to the secretary's office where you will be asked to sign the visitors' book and wear a visitor identification badge. On your first visit to the school you will probably be met by one of our older pupils who will be pleased to help in any way they can.

If you require any special resources or equipment e.g. Data Projector, OHP or CD player, please let us know in advance and we will endeavour to have them ready when you arrive.

The children enter the hall class by class with their headteacher and when everyone is ready to begin the worship, a member of staff will light a candle (whatever is the norm) and introduce you to the children. Whilst the children enter, music is played and focus for worship is displayed on a table at the front. If you have a preference for a piece of music or an object that could act as a focus for your time of worship, you are most welcome to bring it along. If you have a song or hymn which is especially appropriate that you would like to be sung, please let us know in good time.

Some of our visitors like to include a short time of prayer in the worship and it may be helpful to know that we use the modern language version of The Lord's Prayer which can be found on the back page of this leaflet.

We ask that your act of worship should last no longer than fifteen minutes and that it includes a short opportunity for quiet reflection on one aspect of your theme. This could be time of silence or you may wish to play music or read a relevant poem. When the worship is complete, please blow out the candle. A child or member of staff will want to thank you for your visit. There may be some announcements that need to be made at this point. Do feel free to leave if you wish, remembering to sign out and return your badge to the secretary's office.

Once again, may we thank you for your visit.