

HOW TO USE THIS BOOKLET

These guidelines are designed to assist Headteachers/Collective Worship co-ordinators in arranging visitors to lead/participate in Collective Worship.

The letter and pages two and three need amending to include information relevant to the school in the sections in italics and in those places marked << ----- >>.

Please send a copy of the letter and pages two and three to the visitor.

QUESTIONS FOR HEADTEACHERS / COLLECTIVE WORSHIP CO-ORDINATORS TO CONSIDER

- Have all the school policy requirements for visits, including those for safeguarding pupils, been met?
- Will the visitor require any special equipment?
- Have the pupils been prepared/briefed? Do the pupils know what questions to ask/what the boundaries are?
- Will the person/organisation be able to communicate effectively to those present?
- Has visitor been briefed/given the guidance?
- When will you make a final check to ensure that the visitor is prepared?
- How will you ensure that the visitor's experience was enjoyable?
- How will the visit be reviewed so any improvements can be made in the future?



GUIDELINES FOR VISITORS LEADING COLLECTIVE WORSHIP

1. Collective Worship is an important part of our daily school life. By law it has to be a wholly Christian experience; it should provide an opportunity to worship God.
2. Safeguarding is of utmost importance. It is necessary for regular visitors to have an enhanced CRB. The school can support you in obtaining a certificate or make the necessary arrangements if you don't have one.
3. All visitors are requested to sign in and out and wear a visitor's badge at all times on the school premises.
4. The pupils at the school come from a range of faith backgrounds and none; please take account of this and don't assume that everyone is familiar with bible stories or church teachings.
5. Please consider the age of the pupils present, it is important that all try and participate and learn from a clear message, whatever their background and beliefs.
6. Parents are welcome to attend the Collective Worship that takes place on << DAY >>.
7. *Some* staff always attend Collective Worship.
8. A planning sheet for each term will be given to all those who contribute to our school Collective Worship to show how the Collective Worship fits into the overall plan.
9. Each Collective Worship task lasts for a maximum of << minutes >>
10. A candle is lit *by a pupil* to mark the start of Collective Worship. It is blown out *by a pupil* to mark the end of Collective Worship.
11. Children are normally involved in Collective Worship by *arranging music, leading prayers, question/answers, << add any other ways >>*
12. The format of our Collective Worship is: *a greeting, a song, teaching/input, time of reflection, a prayer, a dismissal.*
13. Children will be brought into the hall and settled by the class teacher/headteacher.
14. Music is played as children enter. If you would like to choose a piece of music then please ensure the school office knows in good time.
15. A focal table is placed at the front of the hall, if you would like to add an item related to the theme of the Collective Worship please do so.
16. If you would like to ask for volunteers during the Collective Worship, please let us know so we can facilitate this effectively.
17. You are welcome to visit an act of Collective Worship prior to leading one. Please contact the school office to arrange this.
18. The school policy is to evaluate a range of acts of Collective Worship that take place over the course of the year, this includes those led by visitors. This is to ensure that these times have a positive impact on the lives of those present.

TOP QUESTIONS TO ASK YOURSELF AS YOU PLAN YOUR COLLECTIVE WORSHIP

1. How will I engage pupils of all ages?
2. Does the Collective Worship include something active to join in with?
3. Are any visual resources/prompts large enough to be seen?
4. Is the language I am going to use appropriate for a school?
5. Are the questions I want to ask going to provoke thoughtful responses? How will I manage different responses from children effectively?
6. Will the Collective Worship take the right length of time?
7. Is the content appropriately respectful of the diversity of faiths and backgrounds present?

The school telephone number is: << ----- >>

Our Collective Worship co-ordinator is: << ----- >>

She/He is happy to answer any queries that you have, ideally between TIME and TIME.

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

Our School Prayer is:

LETTER FOR VISITORS TAKING COLLECTIVE WORSHIP

If you have a person coming as a one-off visitor to contribute to Collective Worship the following letter should be adapted as appropriate.

Dear << ----- >>,

We are looking forward to your visit on << DAY DATE TIME >>. As discussed, the daily act of Collective Worship usually lasts for << --- >> minutes and we ask that your contribution lasts between << --- >> mins and << --- >> mins. The theme of this Collective Worship is << ----- >>. There will be << --- >> pupils present between the ages of << --- >> and << --- >>. We will introduce you as << NAME >>.

We suggest you arrive at << TIME >> to allow time to orientate yourself and set up. The following resources will be available to you should you wish to use them << CD player/data projector/laptop/piano >>.

A map is enclosed for your reference, car parking is available << -----.>>. Please report to the main reception where someone will be available to show you to the hall and assist you in any way. We are happy to pay for your travel expenses, please see the << NAME >> in the school office to make the necessary arrangements.

The attached advice will help you understand our approach to Collective Worship. Your contribution will be part of our normal Collective Worship, the format is as follows: *a greeting, a song, a prayer (amend as appropriate)*.

We look forward to welcoming you to our school, if something arises that prevents you from coming, please contact us as soon as possible on << ----- >> or << ----- >> by 08:20 at the latest.

Yours sincerely,