

We are delighted that you will be visiting Highnam Academy to lead our Collective Worship.

At Highnam Church of England Primary Academy we value our daily acts of collective worship. Through them we identify, affirm and celebrate those ideals and values that we hold to be of central importance to us as a worshipping community.

As in all schools with a Church of England foundation, Collective Worship should be in accordance with the Trust Deed which means being consistent with the faith and practice of the Church of England. It is important, however, for visitors to be aware that children in our school may come from a range of faith and non-faith backgrounds. We therefore ask that those who lead Collective Worship take account of this in the preparation and delivery of their material.

Highnam C of E Primary Academy has a Collective Worship every day. These take place at the following times:

Monday	Mr Dean led	10:10am
Tuesday	School Staff	10:10am
Wednesday	Miss Coldrick led	10.15am
Thursday	Church friends led	9am
Friday	Whole School worship	9am

Visitors are welcome any day. School worship is planned termly by the headteacher and follows the 'Values for Life' and 'Roots and Fruits' Programme. The worship 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 Mrs Honan the School Administrator.

We hope that you will find the following guidelines helpful:

We ask that visitors arrive by 8:55am ready to begin promptly at 9:05am.

On arrival at school please report to the school office where you will be asked to sign the visitors' book, collect safeguarding information and wear a visitor identification badge. On your first visit to the school you will probably be met by a member of the Worship Team who will be pleased to help you in any way they can.

If you require any special resources or equipment e.g. a PowerPoint 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 teacher and when everyone is ready to begin the worship a member of staff will introduce you to the children. Whilst the children enter, music is played. Once the pupils are in the hall a member of staff will hand over to you to lead the worship.

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.

We ask that your act of worship should last no longer than 20 minutes and that it includes a short opportunity for quiet reflection on one aspect of your theme. This could be a time of silence or you may wish to play music or read a relevant poem. A child or member of staff will want to thank you for your visit.

Please remember to sign out and return your badge to the secretary's office when you leave.

Once again, we would like to thank you for your visit.

## School Prayer

Dear Father God,  
Thank you for the world, you have given us  
Thank you for our families and friends  
Bless our school and everyone who is part  
of it.

Help us to respect each other and put  
others before ourselves

Help us to make a difference and to  
remember those

who are sick, poor and lonely.

Let us never forget that many hearts make  
our school a wonderful place to learn.

Please help us to live out the values Jesus  
taught us

Amen

The school telephone number is 01452 525872

Our Head Teacher is Mr Dean and he will be  
happy to answer any queries you may have  
and can be contacted by ringing the school  
on the above number or by emailing:

[admin@highnam.gloucs.sch.uk](mailto:admin@highnam.gloucs.sch.uk)

# Highnam Church of England Primary Academy



Guidelines for  
those  
leading  
Collective Worship