

Holy Family Catholic Primary School GIFT Chaplaincy Team Action Plan 2025



To grow as young leaders in faith, sharing the light of Christ through prayer, service, and joyful participation in the liturgical life of the school and parish.

Action	Lead person	Resources	Start date	Completion	Success criteria
Applications received and children selected for role.	E Palmer B Hart	Time	June 2025	September 2025	GIFT Team have been appointed.
Pupils select a piece of scripture for the group and learn it	Miss Palmer	Time	July 2025	July 2025	Pupils can clearly connect the scripture to the aims and actions of their <i>GIFT Team</i>
Meet with RE lead & Prayer and Liturgy Co-ordinator to understand key points of the P&L directory.	E Palmer	Time	15 <sup>th</sup> Sept 2025	19 <sup>th</sup> Sept 2025	Pupils can clearly explain the role and responsibilities of a pupil chaplain. Pupils understand how their role supports the Catholic life of the school Pupils reflect on their calling to serve the school community
GIFT team to lead weekly prayers in the Gospel assembly, sing praise and celebration assembly	Mr Gallagher Miss Palmer	Bible Cross Prayer cards Candle	Sept 2025	July 2026	The GIFT team confidently and consistently lead weekly prayers during the Gospel assembly, demonstrating reverence, understanding, and engagement with the liturgical calendar. They will also take an active role in singing and encouraging joyful participation during the Praise and Celebration assembly.



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Termly Newsletter-	Miss Palmer	Time	Sept / Jan/ April 2025-2026	Sept / Jan/ April 2025-2026	GIFT Team will share updates, prayer themes, or upcoming feast days with school community. Supports spiritual formation and encourages prayer across the school in a focused way. Raises awareness of the Church calendar and enhances liturgical life in school
Develop Faith at Home by enhancing Family Prayer bags Creation- Sept , Rosary – Oct, Advent -Nov/ Dec, Lent- Mar/ Apr, Mary- May	Miss Palmer	Time	October 2025 2025	July 2026	Pupils and families provide feedback via Dojo indicating use and value at home. Prayer bags include age-appropriate, varied, and meaningful resources (e.g., scripture, reflection prompts, items for prayer). Bags are regularly updated or themed to match the liturgical calendar.
Lead a Rosary Lunchtime Prayer Club during October	Miss Palmer	Time Rosary Beads	October 2025	October 2025	Pupil Chaplains are visible leaders of faith within the school, taking active roles in promoting the Catholic ethos. Liturgical prayer clubs are attended regularly by pupils across key stages, showing increased engagement with faith life. The values of the Gospel are evident in the actions, discussions, and planning of the pupil chaplains. Feedback from pupils and staff indicates the prayer clubs contribute positively to the spiritual atmosphere of the school



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Go Purple launch day to mark the start of Advent	Miss Palmer	Time	November 2025	December 2025	<p>Pupils demonstrate understanding and commitment to Catholic values through participation.</p> <p>The prayer trail reflects themes from the liturgical year, Gospel values, and the school’s mission.</p> <p>Displays, symbols, and language used in the trail clearly reflect Catholic ethos.</p> <p>Involvement of wider community (parents, parish, governors) in the trail</p> <p>The trail includes a variety of prayer styles (meditative, scriptural, creative).</p>
To work with the GIFT Teams of other local and BOSCEP schools Participate in BOSCEP Retreats	Miss Palmer	Time Travel costs	Dec 2025	Dec 2025	<p>Pupil chaplains actively engage in planning and leading activities alongside other chaplaincy groups during major liturgical events (e.g., Advent, Lent, Easter, Christmas). A minimum of one faith retreat is organized and attended by pupil chaplains each academic year.</p> <p>Feedback from pupil chaplains after the retreat shows increased understanding and personal growth in faith (e.g., through surveys or</p>



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					reflections).
Support Fr Kevin Epiphany Mass in Church	Miss Palmer	Time	Jan 6 <sup>th</sup> 2026	Jan 6 <sup>th</sup> 2026	Pupil Chaplains assist the priest in preparing for school Masses (readings, offertory, altar preparation). Pupils lead parts of the liturgy such as bidding prayers and processions. At least 90% of whole-school Masses include pupil chaplaincy participation.
GIFT team to deliver a weekly prayer session to the KS1 children.	Miss Palmer	Collective worship resources	Jan 2026	July 2026	GIFT team to differentiate appropriately weekly prayer sessions that support the children’s faith and relationship with Jesus in KS1.
Sacred Spaces Audit- Review and help enhance classroom prayer spaces	Miss Palmer		Feb 2026	Feb 2026	Each classroom has a clearly defined, tidy, and inviting prayer space that is easily accessible to all students. Prayer spaces include meaningful religious symbols, scripture, and reflective materials relevant to the liturgical calendar. Feedback from teachers and students is gathered and used to identify strengths and areas for improvement. Action points are created from the audit results to enhance the sacred spaces progressively.



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					Improvements are monitored and reviewed regularly to maintain and deepen the impact of these spaces.
Support Fr Kevin with Ashes Service	Miss Palmer		24 <sup>th</sup> Feb 2026	24 <sup>th</sup> Feb 2026	Pupil Chaplains assist the priest in preparing for school Masses (readings, offertory, altar preparation). Pupils lead parts of the liturgy such as bidding prayers and processions. At least 90% of whole-school Masses include pupil chaplaincy participation.
Create Stations of the Cross Prayer Stations for School and Parish	Miss Palmer	Worship Resources	March 2026	March 2026	Pupils demonstrate understanding and commitment to Catholic values through participation. The prayer trail reflects themes from the liturgical year, Gospel values, and the school's mission. Displays, symbols, and language used in the trail clearly reflect Catholic ethos. Involvement of wider community (parents, parish, governors) in the trail The trail includes a variety of prayer styles (meditative, scriptural, creative).
Lenten Prayer group and whole school display	Miss Palmer	Worship Resources	March 2026	April 2026S	Pupil Chaplains are visible leaders of faith within the school, taking active roles in promoting the Catholic ethos. Liturgical prayer clubs are attended



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Support Reconciliation Y3/ Y4/ Y5 & Y6- Prepare and share examination of conscience resources with peers	Miss Palmer		18 <sup>th</sup> March 2026	18 <sup>th</sup> March 2026	Pupils feel confident and prepared for Sacrament of Reconciliation Pupil Chaplains assist the priest in preparing for school Masses (readings, offertory, altar preparation). Pupils lead parts of the liturgy such as bidding prayers and processions. At least 90% of whole-school Masses include pupil chaplaincy participation.
Support Easter Mass in Church	Miss Palmer		21 <sup>st</sup> April 2026	21 <sup>st</sup> April 2026	Pupils take lead roles in scripture, prayer, and music Pupil Chaplains assist the priest in preparing for school Masses (readings, offertory, altar preparation). Pupils lead parts of the liturgy such as bidding prayers and processions. At least 90% of whole-school Masses include pupil chaplaincy participation.



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<p>Organise a Parish &amp; Community Pentecost Celebration joyful liturgy with drama, music, and reflection</p>	<p>Miss Palmer</p>		<p>May 2026</p>	<p>May 2026</p>	<p>Pentecost liturgy prepared that reflects the theme of the Holy Spirit, renewal, and community. Inclusion of scripture readings, prayers, and reflections relevant to Pentecost. Invitations sent out to parishioners and local community members. Reflection prepared that connects the Pentecost message to parish and community life.</p>
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