

## SERVICE INSTRUCTIONS

### **Christ's Hospital – Horsham, RH13 0LJ**

Thursday 6 July 13.30pm

#### **12:30 DRAMATIC READERS**

to be available for practice at 12.30 so that they can practice before people arrive. *Following feedback the Dramatic Reading practice has to be finished by 12.45 so that it is a surprise for the other children.*

#### **12:45 BIBLE READERS, PRAYER LEADERS AND CHOIR**

to be in the church for rehearsal at 12.45.

**13:00-13:15 ALL SCHOOLS** to be in its allocated seats by 13.15 at the latest for the pre-service warm up session.

*NB. Please do not have family members and friends sitting with your school as it obstructs the view for the pupils behind them. There will be designated seating for "FAMILY AND FRIENDS". Our celebrations have large numbers of schools attending and this service is particularly full, so please contact the Education Department in advance to check available capacity if you expect significant numbers of guests wanting to join you.*

**BANNER AND STAND** Each school Group to please bring its banner and stand. Banner to be left at the back of the venue on arrival. Stand to be placed at the front of the church. Please read the Banners and Stands instructions carefully.

**OFFERING** Each school is invited to bring an offering to support our designated charity, Family Support Work. Details of this charity are on the programme or can be found at [www.familysupportwork.org](http://www.familysupportwork.org). One child should be chosen to present your school's cheque/envelope and to come to the back of the venue to process up during the LAST verse of the hymn "Prayer of St Richard".

#### **Methods of Donation**

- Cheques should be made payable to "Chichester Diocesan Fund and Board of Finance Inc". It is important to use the correct name above.
- BACS payment to "Chichester Diocesan Fund and Board of Finance Inc" Sort Code 20-12-75 Account No. 20207314 Ref "Leavers donation" with amount donated on compliment slip in an envelope to be presented.
- QR Code on enclosed programme with the amount donated on compliment slip in an envelope to be presented.

**PICNICKING:** is not allowed in the grounds

**TOILETS:** marked on the attached site map and an extra temporary block will be sited outside the Chapel.

**PARKING:** Parking for cars is in the West Car Park. Coach parking will be in the overflow car park. (see map)

If you have any queries please telephone the Education Team on 01273 425687.

We look forward to seeing you at the Leavers' Celebration 2023