

## SERVICE INSTRUCTIONS

**Lancing College Chapel - Coombes Road, Lancing BN150RW**

**Monday 3 July 1.15pm**

### **12:15 DRAMATIC READERS**

to be available for practice at 12:15 so that they can practice before people arrive. *Following feedback the Dramatic Reading practice has to be finished by 12:30 so that it is a surprise for the other children.*

### **12:30 BIBLE READERS, PRAYER LEADERS AND CHOIR**

to be in the church for rehearsal at 12:30.

**12:45-13:00 ALL SCHOOLS** to be in its allocated seats by 13:00 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" where available. Our celebrations have large numbers of schools attending, 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 possible in the grounds.

**TOILETS:** There are limited toilet facilities in Reception opposite the entrance to the Chapel.

**PARKING:** Please read these instructions and keep to them to ensure cars and coaches are parked in the correct places. The College operates a **one** way system which must be followed at all times. All coaches must park on the drive to the side of the Chapel in the allocated coach stop (see map). After the service, coaches should continue up the drive and follow the road round the Chapel and down again. We will once again hire the field alongside the Chapel to serve as a car park (see map). All cars must park in the field and, as with the coaches, on exiting follow the road round the Chapel and down.

If you have any queries please telephone the Education Team on 01273 425687, or contact us at [leavers@chichester.anglican.org](mailto:leavers@chichester.anglican.org)

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