

SERVICE INSTRUCTIONS

Christ's Hospital – Horsham, RH13 0LJ

Afternoon service 1.30pm

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.

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 separate 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. One child should be chosen to present your school's named envelope – either containing cheque/cash or details of any BACS transfer that the school has made/will make. They will be invited 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 [Family Support Work](#) or [CDAFSW](#).
- BACS payment to "[Chichester Diocesan Association for Family Support Work](#)"
Sort Code [20-12-75](#)
Account No. [40257133](#) Ref "[Leavers' donation](#)"
Please bring named envelope (with amount donated on compliment slip) to the service
- QR Code on 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 site map and an extra temporary block will be sited outside the Chapel.

PARKING: Please follow on site instructions for parking 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