

SERVICE INSTRUCTIONS

Chichester Cathedral, Chichester PO19 1PX

Afternoon services 1:15pm

12:15 DRAMATIC READERS

to be available for practice at 12.15

12:30 BIBLE READERS, PRAYER LEADERS AND CHOIR

to be available to rehearse 09.45 and readers to familiarise themselves with using microphones.

12:45-13:00 ALL SCHOOLS to be in its allocated seats by 13.00 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" 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 separate Banners and Stands instructions (on our website) carefully.

OFFERING Each school is invited to bring an offering to support our designated charity, Family Support Work. Details of this charity can be found at www.familysupportwork.org. One/two children 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 hymn "Prayer of St Richard".

Methods of Donation- *please do not make payment to Diocese of Chichester/DBF*

- 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 donation amount on compliment slip in an envelope to be presented)

PICNICKING is welcome, and schools have access to a designated area called Paradise which is a large outside grass area located within the Cloisters. This area is enclosed and not accessible to the public.

Picnicking and wet weather - Designated areas including Vicars Hall and specific locations within the Cloisters will be made available in the case of wet weather only. Cathedral staff will be on hand at the Eastern Arm entrance to help guide your school to a location on the day. Space is limited and will be allocated on a first come first served basis.

TOILETS: Public toilets are located inside the Cathedral, accessed from the North Transept. Please note that toilets located within the Cloisters Cafe are for customers only.

PARKING: Coaches should park in the coach park off the Avenue de Chartres next to Waitrose. The set down point is at the Cathedral Bell Tower in West Street. There are various public car parks in Chichester but NOT in the Cathedral grounds.

If you have any queries please telephone the Education Team on 01273 425687, or contact us at leavers@chichester.anglican.org We look forward to seeing you at the Leavers' Service