

SERVICE INSTRUCTIONS

St Matthew's Church, St Leonards-on-Sea, TN38 0TN

**Tuesday 16 June 2026
Afternoon service 1:30pm**

13:15

ALL SCHOOLS to be in allocated seats by 13.15 at the latest for the pre-service welcome and warm up session. **Service starts at 13:30 and usually finishes within an hour.**

12:45 All Rehearsals

Choir & those involved in dramatic reading will also have opportunity to rehearse from **12:45**.

All children involved in readings or prayers will be seated near the front. If possible, they should arrive by **12:45** to allow time to practice at the microphone.

PLEASE REMEMBER TO BRING WITH YOU:

BANNER AND STAND Banner to be left at the back of the venue on arrival. Please bring a stand to avoid banners falling over during the service, and place stand at the front of the church before service.

OFFERING ENVELOPE Each school is invited to bring an offering to support our designated charity, Family Support Work. More information, and fund raising ideas can be found at [Fundraise For Us - Family Support Work](#). 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 hymn "Prayer of St Richard".

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

- 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"

Each school will have allocated seating at the venue based on the numbers provided on your booking form. If those numbers have changed, please email leavers@chichester.anglican.org.

Family and Friends are very welcome to join us but they will not be able to sit with the children. There will be designated seating for "FAMILY AND FRIENDS", but please make visitors aware that this may be limited at some services and their view may be restricted. No photos/videos are permitted during the service, but after the service, schools should apply their own policy for photos of their children.

TOILETS: are available in The Church Centre *next to the church*

PARKING: On street parking is usually available around St. Matthew's Gardens *and coach drop off in St Matthew's Road.*

PICNICKING: *grass area alongside church*

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