

LEAVERS CELEBRATIONS 2026

More resources and guidance can be found on our website

[Primary School Leavers' Services - Diocese of Chichester Education](#)

Final instructions for all schools

- Please check joining instructions for parking details and arrival times.
- **If you are travelling by coach please let us know**, as several venues make different provision for coaches and need to know expected numbers.
- If children go directly to the venue with parents please ensure a member of school staff is present to meet them. **If parents drop the children off, neither the Diocese nor the venue can take responsibility for individual children.**
- Please ensure you know if your school is carrying out a particular role at your service – if you are not sure please email Leavers@chichester.anglican.org.
- When you arrive at your venue, please make your school known to one of the Diocese Education team (wearing Diocese of Chichester lanyards)
- If any of your children or staff have **any accessibility requirements**, please email Leavers@chichester.anglican.org as soon as possible.
- Your seats will be labelled with your school name. If any of your children are taking individual part in the service they may be a separate seating area for readers at the front. There will be a short opportunity for readers to practice at microphones before the service begins- please send any children leading prayers or readings to the front when you arrive. During the service they should follow the instructions in italics in the order of service to know when to go to the microphone, and do not need to wait for the leader to invite them.
- Only school staff accompanying the children may sit with them. Space for Friends and Families will be clearly labelled towards the back or side of the venue. Please make parents aware that at several venues these areas may have restricted views and space is limited.
- Please leave your banner at the back of the venue when you arrive and position your banner stand at the front as directed. Banner bearers will be instructed when to collect the banner before processing during the first song.
- If your school is our choir, you will be seated near the keyboard and our Music director, Roger Wilcock, will lead a short rehearsal before the service. The choir will sing the first verse of *Thou Whose Almighty Word* and the rest of the congregation will join in at verse 2.
- All instructions for the service are included in the order of service. Please encourage the children to take them home at the end.
- **Please remember to bring your offering for the charity collection** for Family Support Work (details on joining instructions). Please chose a child to present your gift during the offering hymn *The Prayer of St Richard*.
- Banner bearers follow instructions and will process out during the last song and wait at the back of the venue.
- **No photographs** can be taken during the service. Parents can take photographs of their children/school ONLY after the service in line with individual schools safeguarding policies. **Please inform Leavers@chichester.anglican.org if you have children that must not be photographed** so that any Diocesan photos can be checked with you for permissions.