



04 December 2025

Dear Families

## Christmas Carol Concert – Tuesday 16 December 2025

Well done and thank you to all of our students for their fantastic singing and playing at the winter concert last week - it was an amazing showcase of talent and we hope you enjoyed it! We swiftly look ahead to our next event, the school's Christmas carol service, which is to take place at St Swithun's Church on Tuesday 16 December at 6.30pm. We would like to take the opportunity to invite your child, as a participant in our Winter Concert, to join us at this event.

We will run a series of rehearsals in the run up to the service - full details of the schedule will be distributed to participants in the coming days and timings will depend on which band or group they are invited to take part in. We recognise that this is a busy time of year, so ask students to do their best to attend these rehearsals where they are able to, alongside their many other commitments.

On the day of the service we will have a rehearsal in the church, and as this is a school trip it is vital we have your permission to allow your child to take part. Students will be walking to St Swithun's from Sackville for their rehearsals during the school day, with exact timings again to be confirmed. The students should wear their outside coats and be prepared for rain as it is a 10 minute walk to the church. They should also bring refreshments for the rehearsal as we will not have an opportunity to purchase food or drink once we arrive. **Nuts, nut related products or fish of any kind are not allowed to be taken on any school visit.**

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website [here](#).

We understand that the Christmas lunch also takes place on this day, and will ensure that students wishing to take part in both events are able to do so.

In the evening, the service begins at 6.30pm, with performers arriving at 6.00pm wearing full school uniform. Please make sure that this is smart. The service is expected to end at 7.45pm and will be followed by mince pies in the church hall provided by our governors. If you do not intend to join us for the service then we kindly ask that you arrange to collect your child at this time from St Swithun's.

Please could I ask you to complete the parental consent form [here](#).

We are very much looking forward to this event - a lovely festive way to round off the first term of the school year - we do hope that you and your family will be able to join us. Please do get in touch if you have any questions - [awebb@sackvilleschool.org.uk](mailto:awebb@sackvilleschool.org.uk).

Yours sincerely

Mr Alastair Webb  
Curriculum Team Leader of Music

