



Schools' Christmas Carols 2025

Portsmouth Guildhall - Monday 15th December 2025 6.30PM

Information for Schools

MEETING POINT

All schools will be issued tickets in advance, which can be distributed to parents / guardians ahead of the event. Parents / guardians are therefore able to enter the main auditorium as they arrive.

Each school will be allocated a specific seating area. There will be signs to direct you and stewards will be available to assist.

TIMETABLE OF EVENTS

5:45PM	Doors open
6:15PM	All school groups to be seated
6:30PM	EVENT BEGINS Please enjoy carol singing led by our conductors and compere! As this is a short event, there will be no interval.
7:15PM APPROX.	EVENT ENDS Schools/parents are responsible for ensuring children are accompanied by an adult when leaving the auditorium.

STAFFING

Please ensure all teachers attending the event are wearing name/school identity badges which can be easily seen by event staff.

No child will be allowed to leave the auditorium without a parent / guardian or teacher. Schools will remain responsible for any of their pupils who are attending without a parent/guardian.

CHRISTMAS GIFTS

As in previous years, we ask that each school bring a gift for underprivileged children in the city. Please leave your gift onstage or pass this to a member of staff. All gifts will be delivered to Roberts Centre.

There is no need to wrap the present. Although you are welcome to attach a festive gift tag / bow etc, leaving presents unwrapped means the organisation can ensure it is the best match for its recipient.

SINGING

If you have shakers or bells, please do bring them along for pupils to use (particularly during Jingle Bells)! However please ask children to be quiet in between songs so they can hear the compere and any other instructions.

FOOD & DRINK

Light refreshments will be available on the day from the Café, located next to the main auditorium within the venue. Please remember to throw any rubbish away before you leave the event.

TOILETS

Toilets are situated outside the auditorium at the Basement level, which is accessible by lifts. Please ensure that children are always accompanied by a responsible adult.

FIRST AID POINT & LOST CHILDREN

The First Aid Room is located on the ground floor, outside the Main Auditorium and opposite the entrance to the Café. Any lost children should be taken to the First Aid Room. Please ask the staff for any help or support within the event.

VENUE REGULATIONS

- Your own food is not permitted.
- Assistance dogs are permitted but **no other animals are allowed on site.**
- We regret that pushchairs **must not** be brought into the Hall. These can be left in the North Foyer.
- The venue is a smoke-free and vape-free zone.

EMERGENCY INSTRUCTIONS

In an emergency, please follow the instructions from event staff.

CONTACT DETAILS

If you have any further queries, please contact the events team on events@portsmouthcc.gov.uk or 023 9260 6076.

We look forward to seeing you on Monday 15th December!