

## Guidelines to assist you in completing the Learning & Engagement booking form

By filling in this form, you are making a request for a confirmed booking to be made for your school group at the subsidised Learning rate. We do not make provisional bookings.

This form has been designed to be completed digitally so once you have completed it please email it to us at the email address on the bottom of the form.

We work on a first-come, first-served basis so please ensure all required sections are completed. Incomplete forms will be returned for further clarification, which will delay your booking. We cannot reserve dates and/or workshops in the meantime.

### School/Agency details

Please make sure that this section is completed in full so that the school is invoiced correctly.

We require a finance contact name and email address for all bookings, to whom we will address the invoice. We recommend you also provide a visit organiser name and email address, usually the lead teacher or whomever is responsible for booking trips at your school.

Booking confirmation details, and your invoice, will be sent to all named contacts.

If you are an agency booking on behalf of a school group, please put your company contact details in this section and put the school name/reference under 'Group/School Name'. Please ensure you include your full agent name and email in the 'Visit Organiser' section, you do not need to provide an email address for the group leader. If you have a specific finance/invoice contact in your agency please provide their details under 'Finance Contact'.

If you are an overseas group, please refer to the 'Overseas Booking Form Guidelines.'

### Date(s) of visit

Please put as many date choices as possible. If your first choice isn't available, we will automatically check availability for the second and third dates and book these instead if they are available.

### Group numbers - pupils/students

Please state exactly how many pupils/students you will be bringing on your visit. Please ensure that you have told us the age of your pupils/students; this will ensure that you are invoiced correctly, as well as enabling our presenters to fully prepare your Learning workshop (if applicable).

If your group is made up of a mixture of 15 and 16 year olds, please provide a breakdown in the spaces provided. If you do not provide a breakdown of ages, they will all be booked at the higher rate.

Pupils aged 5-15 years old are £3.85 each, whilst students aged 16 years and over are £5.40 each.

### Group numbers - adults

We require a minimum adult to student ratio as follows:

- Age 6 years and under (KS1): 1:5
- Age 7 to 18 years: 1:10

Teachers and adults who are fulfilling these ratios are admitted free of charge, as well as adults needed for 1:1 assistance. Additional adults will be charged at the standard group rate:

- Tower of London - £22.82 per adult
- Hampton Court Palace - £19.23 per adult
- Kensington Palace - £15.64 per adult
- Banqueting House, Whitehall - £5.98 per adult



Additional adults must be booked and paid for in advance to receive this rate.

If you are bringing any children who require 1:1 support, please indicate this in the relevant boxes. Please ensure that you include details of their SEND requirements as this is useful for our team to know on the day of your visit, especially any physical or mobility needs.

Please put the **total** number of adults you are bringing in the 'Total number of adults' section, including 1:1s and any additional adults over the 1:5/1:10 ratio.

Accompanying adults are required to remain **with** the students for the whole of your visit. Any group which does not meet the above requirements for supervision will not be accepted at the subsidised Learning rate.

## Type of visit

Please fill in the workshop section if you wish to take part in a workshop during your visit. Each workshop time slot holds a maximum of 35 students. If you have more than 35 students, you must select the appropriate number of time slots to fit your group.

*I want my group to do a self-guided visit **without** workshops:*

Please fill in section A **only**

*I want each group/class to take part in **one** workshop:*

Please fill in section B **only**. If your first choice of workshop is unavailable, we will automatically check availability and book your second choice.

*I want each group/class to take part in **two** workshops:*

Please fill in section B **and** C.

If your first choice of workshop is unavailable, we will automatically check availability and book your second choice.

If you only fill in your first choice for workshops, we will automatically go to your second date choice.

Please note that all learning groups must arrive before 15.00 on the date of their visit.

