

## **Guidelines to assist in completing the Public Engagement School visit booking form**

Before filling in the booking form, please ensure that you have read and understood the [terms and conditions](#) for school groups who are booked at the subsidised schools rate. By filling in this form, you are making a request for a confirmed booking to be made for your school group at the subsidised schools rate. Please note that we do not make provisional bookings.

The booking form has been designed to be completed digitally. Once you have completed it, please email it to the team at the address on the bottom of the form. The team works on a first-come, first-served basis, so please ensure that all required sections are completed in full, as incomplete forms will be returned for further clarification. The team will not be able to reserve dates and/or sessions in the meantime.

### **School/agency details**

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

All bookings require a finance contact name and email address. It is recommended that you also provide the name and email address of the visit organiser; usually the lead teacher or whomever is responsible for booking trips at your school or agency. Booking confirmation details, and your invoice, will be sent to all named contacts on the booking.

If you are an agency booking on behalf of a school group, please put the company contact details in this section and put the school name/reference under 'group/school name'. Please ensure that you include your full name and email address in the 'visit organiser' section. An email address for the group leader is **not** required. If there is a specific finance or invoice contact within your company, 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 that you would be able to visit on. If the first date choice is not available, the team 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, as well as the age of your group. This will ensure that you are invoiced correctly, as well as enabling the presenters to fully prepare your session (if applicable).

If the 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.

### **Group numbers - adults**

A minimum adult to student ratio is required as follows:

- Age 6 years and under (KS1): 1:5
- Age 7 to 18 years (KS2 and above): 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, which can be found in the table below. Additional adults must be booked and paid for in advance to receive this rate.

If you are bringing any pupils/students 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 the 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 or 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 schools rate. Any groups who arrive on site without the correct supervision may be refused entry, as per the terms and conditions.

## Type of visit

Please ensure at least one section is filled in. If you wish to do a session, please note that each session time slot holds a maximum of 35 pupils/students. If you have more than 35 pupils/students, you must select the appropriate number of time slots to accommodate your group.

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

Fill in **section A only**

*I want to book one session per group of 35 or less pupils/students:*

Fill in **section B only**. If your first choice of session is unavailable, the team will automatically check availability and book your second choice.

*I want to book two sessions per group of 35 or less pupils/students:*

Fill in **section B and C**. If your first choice of session is unavailable, the team will automatically check availability and book your second choice.

If you only fill in your first choice for sessions and this is unavailable, we will automatically check your second date choice.

Please note that all of our groups must arrive before 15:00 on the date of their visit.

## Prices for 2018/19 academic year:

	Under 5's	Pupils (5-15 years)	Students (16+ years)	Additional Adults
<b>Tower of London</b>	Free	£3.95	£5.55	£24.00
<b>Hampton Court Palace</b>	Free	£3.95	£5.55	£20.70
<b>Kensington Palace</b>	Free	Free	£4.20	£17.40
<b>Banqueting House</b>	Free	Free	£4.20	£6.00

## Email addresses for school bookings/enquiries:

Tower of London: [towerlearning@hrp.org.uk](mailto:towerlearning@hrp.org.uk)

Hampton Court Palace: [hamptoncourtlearning@hrp.org.uk](mailto:hamptoncourtlearning@hrp.org.uk)

Kensington Palace: [kensingtonlearning@hrp.org.uk](mailto:kensingtonlearning@hrp.org.uk)

Banqueting House: [banquetinghouselearning@hrp.org.uk](mailto:banquetinghouselearning@hrp.org.uk)

## Phone number for enquiries for school visits:

020 3166 6646

