

Guidelines to assist in completing the Public Engagement home educator 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 rate. By filling in this form, you are making a request for a confirmed booking to be made at the subsidised 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 in the meantime.

In order to obtain the subsidised entry rate, groups must be booked at least two months in advance, and payment is due six weeks prior to the visit. The subsidised rate often sells out, so please do provide as much notice as possible in order to avoid disappointment.

Lead Adult details

Please make sure that this section is completed in full so that you are invoiced correctly.

The details provided in this section will be used on the invoice. As the lead adult you are taking responsibility for the booking and will be the person invoiced.

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 - Under 5's/pupils/students

Please state exactly how many under 5's/pupils/students will be coming on the visit, as well as ages as this will ensure that you are invoiced correctly. If your group is made up of a mixture of ages, 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 student rate.

Group numbers - adults

We require a minimum adult to student ratio as follows:

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

We offer each family group one adult free of charge. Please provide details of the number of individual families that will make up your overall group. We are also able to offer adults free who are accompanying pupils who require specific 1:1 support. Additional adults will be charged at the standard group rate, which is detailed below. 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 the team to know on the day of your visit.

Please put the **total** number of adults you are bringing in the 'total number of adults' section, including 1:1s and any additional adults.

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



Type of visit

Please complete the relevant section according to the type of visit you would like to book.

You have three options:

- A self-guided, admission only visit. Prices are detailed below.
- A Digital Mission. This costs £5.95 per pupil aged 5-15 years, and includes admission. There are multiple 'missions' to choose from, which will be completed on an iPad. The activity includes an introduction session of 15 minutes with a presenter, who will set the pupils on their 'mission' and loan out the iPads. The activity will then be guided by the iPads and facilitated by the adults within the group. A Digital Mission session holds a minimum of 12 and maximum of 35 pupils. If there are more than 35 pupils, you will need to book more than one time slot.
- The International Mission trail card pack. This will be provided in English by default, but can be provided in English as a foreign language, French and German. Under 5's are unable to take part in this activity. This will cost £5.95 per pupil aged 5-15 years and £7.45 per student aged 16 and over.

I want my group to do a self-guided, admission only visit.

Fill in **section A only**

I want my group to take part in a Digital Mission session:

Fill in **section B only**. Tick all the time slots that your group could do. We will then book whichever is available on your first choice date. If none are available, we will automatically go to your second and third choice dates.

I want my group to use the International Missions trail card pack:

Fill in **section C only**.

Please note that all 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
Tower of London	Free	£3.95	£5.55	£24.00
Hampton Court Palace	Free	£3.95	£5.55	£20.70
Kensington Palace	Free	Free	£4.20	£17.40
Banqueting House	Free	Free	£4.20	£6.00

Email addresses for school bookings/enquiries:

Tower of London: towerlearning@hrp.org.uk

Hampton Court Palace: hamptoncourtlearning@hrp.org.uk

Kensington Palace: kensingtonlearning@hrp.org.uk

Banqueting House: banquetinghouselearning@hrp.org.uk

Phone number for enquiries for school visits:

020 3166 6646

