

Public Engagement Visit – Home Educator booking request form

**Please read the accompanying guidelines before completing the booking request form.**

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| **Name of Lead Adult** (This is the person who will be invoiced) |       |
| **Address** |       |
| **Postcode** |       | **Telephone Number** |       |
| **Email** (This is where your booking confirmation and invoice will be sent) |       |
| [ ]  Please tick this box to receive the latest news, offers and stories from Public Engagement at Historic Royal Palaces. To find out more about how we collect and use personal data, please see Historic Royal Palaces' [Privacy policy](http://www.hrp.org.uk/privacy-and-cookie-policy/) |
|  |
| **Date of Visit** | **1st Choice** | **2nd Choice** | **3rd Choice** |
| Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |
|  |
| **Number of Under 5s** |       | **Age of Under 5s** |       |
| **Number of Children** (aged 5-15) |       | **Age of Children** |       |
| **Number of Students** (aged 16-18) |       | **Age of Students** |       |
| **Do you have any children/students who require 1:1 support?** | [ ]  Yes[ ]  No | **If yes, how many?** |       |
| **Please provide details of their SEND requirements** (Learning/behaviour/physical – no names required) |       |
| **Number of Families** (We offer x1 adult free per family) |       |
| **Total number of adults – Including 1:1 support adults** (You must have a minimum ratio of 1:5 for under-7s or 1:10 for 7-18s) |       |
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| **Type of Visit – Please refer to accompanying booking form guidelines on how to complete this section.** (If you would like to book an admission only, self- led visit please complete **section A**. If you would like to book the Digital Missions or the English version of the International Missions please complete **section B or C.** Please note that the Digital Missions hold a minimum of 12 children and a maximum of 35 children. If you have more than 35 children you will need to book more than 1 time slot.) |
|  |
| **Section A –** *I want my group to do an* ***admission only, self-led visit.*** |
| **Admission only, self-led visit** | [ ]   | **Time of Arrival** (Your group must arrive before 15:00) |       |
| **Section B -** *I want my group of 12 or more pupils to take part in a* ***Digital Mission****.*(Please select one mission title. Please also note that the digital missions hold a minimum of 12 pupils and a maximum of 35 pupils. If you have more than 35 pupils you will need to book more than one time slot.) |
| **Digital Mission –** **Prisoner’s Plot** | [ ]  | **Preferred timeslot/s**  | 11.15 – [ ] 12.45 – [ ] 13.15 – [ ]  |
| **Digital Mission –** **Royal Arrivals** | [ ]  | **Preferred timeslot/s** | 11.15 – [ ] 12.45 – [ ] 13.15 – [ ]  |
| **Section C** *- I want my group to take part in the* ***International Mission trail card pack.*** (The trail will be provided in English unless otherwise requested - It is also available in French or German.) |
| **International Mission, self-led visit (English)** | [ ]   | **Time of Arrival** (Your group must arrive before 15:00) |       |

Please email your completed form to towerlearning@hrp.org.uk