

Public Engagement Visit – Home Educator booking request form

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

.

|  |  |
| --- | --- |
| **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) |       |
|  |
|  |
| ***Admission only, self-led visit.*** |
| **Admission only, self-led visit** | [ ]   | **Time of Arrival** (Your group must arrive before 15:00) |       |

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