School Visit Booking Request Form

**Please read the accompanying** [**guidelines**](https://www.hrp.org.uk/media/1845/bookingformguidelines_2018-19_final.pdf) **before completing this form. Once completed please email to** **hillsboroughlearning@hrp.org.uk****.**

|  |  |
| --- | --- |
| **Name of School** |       |
| **Address** |       |
| **Postcode** |       | **Telephone Number** |       |
| **Finance Contact Name** (Title, forename, surname) |       |
| **Finance Contact Email** (This is where your invoice and booking confirmation will be sent) |       |
| **Type of School** (e.g. Primary, Secondary, SEND) |            |
| **Visit Organiser Name**  |       |
| **Visit Organiser Email** |       |
|  [ ] **Please tick this box to receive the latest news, offers and stories from the Public Engagement team 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/) |
| We may combine (non-personal) data about your school with information from the government's school census to understand more about the demographic profile of the schools visiting us. This helps us to develop our schools service to reach a wide range of schools. |
|  |
| **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. |
| **Time of Arrival** |  | **Year Group** |  |
| **Number of Students**  |       | **Number of Adults – Including 1:1 support adults** (You must have a minimum ratio of 1:5 for KS1 or 1:10 for KS2/3/4) |       |
| **Please provide details of any students with SEND requirements** (learning/behavior/physical – no names required) |       |
|  |
| **Session Request** (Please note that each session has a maximum capacity and you might need to book more than one session if you are visiting with a large group. Consult the website to find out the maximum capacity for each session). Logistically it is not possible to run the same session at the same time.  |
| **Name of Session** (1st Choice) |       | **Preferred timeslot**(See website for session timeslots) | 1st Choice-2nd Choice-                 |
|  |
| **Name of Session** (2nd Choice)  |       | **Preferred timeslot** (See website for session timeslots) | 1st Choice-2nd Choice-                 |