

Schools & Communities Visit – 2019/20

Home Educator Booking Request Form

 **Please read the accompanying** [**guidelines**](https://www.hrp.org.uk/media/2376/homeeducator_bookingformguidelines1920.pdf) **before completing this 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. |
| **Time of Arrival** (Your group must arrive before 15:00) |       |
|  |
| **Number of Families** (We offer x1 adult free per family) |       |
| **Number of Under 5s** |       |
| **Number of Children** (aged 5-15) |       | **Age of Children** |       |
| **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) |       |
| **Total number of adults – Including 1:1 support adults** (You must meet our minimum ratio for supervision, please see the booking form guidelines for details) |       |
|  |
| **Type of Visit**  - **Please select one of the available options below** |
|  |
| **A –** *I want my group to do a* ***Self-led visit only.*** |
| **Self-led visit** | [ ]   |
| **B -** *I want my group to take part in a* ***Digital Mission****.*(These are semi-facilitated sessions which can accommodate between 12-35 children. Please select the mission title you wish to book).  |
| **Prisoner’s Plot** **Royal Arrivals**  |  [ ]  [ ]  | **Preferred timeslot/s**  | 11.15 - [ ] 12.45 - [ ]  |

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