

Historic Royal Palaces Access Fund for Schools 2020/21

Application Form

Historic Royal Palaces (HRP) is an independent, self-funded charity that looks after the Tower of London, Hampton Court Palace, Banqueting House Whitehall, Kensington Palace, Kew Palace and Hillsborough Castle and Gardens in Northern Ireland. We are delighted to announce that the Access Fund for Schools is running for a fourth year.

The HRP Access Fund for Schools is generously supported by individuals, trusts, foundations and commercial organisations committed to making cultural learning opportunities accessible to all children and young people. The aim of the Fund is to provide opportunities to schools that might not otherwise be able to afford the cost of a visit, to offer their students memorable and high quality learning experiences at some of the greatest palaces ever built.

If you're a teacher planning a school trip, you can bring up to 105 KS1 – 5 students on a free visit to the Tower of London, Hampton Court Palace or Kensington Palace between September 2020 and February 2021. For special schools and units this is for up to 10 students. Your group will receive free admission as well as a free education session exploring the stories and history of the site. **Times and dates must be pre-booked and confirmed in advance.**

To be eligible for the Fund your school must be a state funded primary, secondary or special school or unit.

Applications will be dealt with on a first come first served basis. Applications from mainstream schools with one or more of the following characteristics will be eligible:

- at least 30% of students eligible for Pupil Premium;
- at least 50% of students with a first language that is known to be other than English;
- at least 15% of students with special educational needs (these characteristics will not be considered in relation to Special Schools and units)

Special schools do not need to adhere to this criteria.

To apply please return this Application Form by **midnight on Thursday 7 May 2020**. You will be contacted by **Friday 29 May 2020** to let you know whether or not your application has been successful.

Please complete all fields on this form and submit it via email using the contact details below. If you have any queries when filling in the form please do not hesitate to contact us:

Email: accessfund@hrp.org.uk

This information will be used for the purposes of administering your application. To find out more about how we collect and use personal data, please see Historic Royal Palaces' [Privacy policy](#)

School Information



School Name	
School Address	
Postcode	
Contact telephone number	
Borough or council	
Type of School e.g. academy, free, primary, secondary, Special etc.	
% of students in your school eligible for the pupil premium (Special Schools do not need complete this section).	
% of students whose first language is known or believed to be other than English (Special Schools do not need to complete this section).	
% of students with special education needs (Special Schools do not need to complete this section).	
Number of students (visiting on the day)	
Number of Adults (visiting on the day) <small>(Adults are free on a ratio of 1:5 for KS1 or 1:10 for KS2/4. Additional adults will be charged at £21.80 for Hampton Court visits, £25.30 for Tower of London visits) and £17.95 for Kensington Palace visits.</small>	
Access Fund for Schools Information	
How did you hear about the Access Fund for Schools?	
How will your students benefit if you are successful in applying for the Access Fund for Schools?	



Has your school ever visited the site you are applying to visit before? If so, when was the last time?	
If you visited as part of the Access Fund in 2019/20, please tell us about the impact that the visit had on your students.	

Booking information

Each visit will include a free education session for each class. All successful schools will be invited to make their own booking arrangements upon notification. **Mainstream primary and secondary schools** can book any available session between September 2020 and the end of February 2021. **Special schools and units** have the following choice of dates:

Date	Palace	Timings
7 October 2020	Hampton Court Palace	10.30 & 12.30
8 October 2020	The Tower of London	10.30 & 12.30
4 November 2020	Hampton Court Palace	10.30 & 12.30
12 November 2020	The Tower of London	10.30 & 12.30
27 January 2021	Hampton Court Palace	10.30 & 12.30
4 February 2021	The Tower of London	10.30 & 12.30
11 February 2021	Kensington Palace	10.30 & 12.30



Please note that each mainstream session will hold a maximum number of 35 students and last between 45 and 90 minutes. It may be necessary to book more than one timeslot to accommodate your whole group. SEND sessions hold a maximum of 10 students and last up to 75 minutes.

Once your booking has been confirmed, you will be provided with further information about your visit and asked to book onto one of our free Teacher Familiarisation Days taking place at the Tower of London, Hampton Court Palace and Kensington Palace in the Autumn term 2020 and Spring term 2021.

The deadline by which all session bookings must be made is **midnight on Friday 24 July 2020**.

School Agreement

This element of the form details the commitment your school is making by applying for an Access Fund for Schools grant. It must be completed in full and signed by a member of the **Senior Management or Leadership Team**.

I the undersigned, having capacity to sign on behalf of the school, accept the terms and conditions as described below.

Name	
Position	
Contact email address at school	
Additional email address at school (this must be a different person)	
Telephone number at school	
Signature	
Date	

HRP Teacher Network

We recommend that you and your staff join the HRP Teachers network (this is not obligatory as part of the Access Fund for Schools application). This will enable HRP to keep your school up to date with what is happening and offer products and services that will be of interest to you.



To find out more about how we collect and use personal data, please see Historic Royal Palaces' [privacy policy](#).

First name	
Surname	
Email address	
Job title	
Key stage(s) taught	
Subject(s) taught	
Which of these best describes your location (please indicate)	<p>London</p> <p>South East</p> <p>Great Britain</p> <p>Northern Ireland</p> <p>Outside the UK</p>

Terms and Conditions

Eligibility

To be eligible for the HRP Access Fund for Schools, your school must be: a state funded primary, secondary or special school or unit. Applications for the fund from schools who have not previously applied and who have one or more of the following characteristics will be prioritised: at least 30% of students eligible for Pupil Premium; at least 50% of students with a first language that is known to be other than English; at least 15% of students with special educational needs (these characteristics will not be considered in relation to Special Schools and units).

Allocating fund places

Assuming applications meet the eligibility criteria, fund places will be allocated on a first come first served basis. Individual schools may bring up to 105 students (maximum number of school sessions that can be booked by a single school is 3. These may be spread over more than one day if necessary). The Access Fund for Schools will close to applicants once the maximum number of applications has been received. HRP will not enter into correspondence with applicants regarding eligibility criteria or the application outcome, other than for the purpose of arranging a visit.



Notification of successful and unsuccessful applicants

The closing date for applications is midnight on **Thursday 7 May 2020**. HRP will email all applicants by **Friday 29 May 2020** to let you know if you have been successful or not in receiving a grant from the Access Fund for Schools.

Booking a visit and sessions

It is your responsibility to book your own visit date and session(s). This must be done by midnight on **Friday 24 July 2020** otherwise you may forfeit your Access Fund for Schools place.

Site Familiarisation

In order for your students to get the most out of the visit, the lead teacher(s) should attend a Teacher Familiarisation Day at your chosen site prior to your school visit (dates of familiarisation days will be confirmed when you are notified regarding a successful application). The Familiarisation Day includes free entry to the chosen site. An information pack will be sent to all successful schools to help with planning the visit. They will also be offered 2 free tickets in order to visit the site in advance to conduct their risk assessment. It is your responsibility to ensure that this takes place.

Student/teacher ratios

We would like to remind you that if you choose to bring any additional adults on the school visit above the stated ratios of 1:5 for KS1, 1:10 for KS2-4 and 1:15 for KS5, you will be charged for them and an invoice will be sent to the School once your numbers are confirmed.

Sessions

A large number of expert-led sessions are available at the Tower of London, Hampton Court Palace and Kensington Palace for KS1 – 5 and SEND students and you are required to attend one of these sessions as part of your visit. If you are successful in applying for an Access Fund for Schools grant, every pupil in your group must participate in the session that you choose. Most sessions are run three times a day. There are 3 SEND sessions available at the Tower of London, 2 at Hampton Court Palace and 1 at Kensington Palace. These sessions last approximately 75 minutes but can be adapted to suit the needs of your group.

Late arrivals

Due to the number of sessions presenters deliver during the day please be aware that if you are between 15 and 30 minutes late you will receive a shortened session. Groups who are more than 30 minutes late may forfeit their session

No-show fees

Your deadline for cancelling or amending your booking is 42 days (6 weeks) prior to your visit date. If you need to make any amendments to your booking (including reducing or increasing numbers) or need to cancel for any reason you must let us know by email before this date.

If you inform us of a cancellation less than 42 days prior to your visit or if you fail to attend on the day of your visit, you will be charged the full cost of the visit (this is in the region of £213.50-£223.50 for a mainstream session).

Evaluation

In order for HRP to understand the impact of an Access Fund for Schools visit on your school and to ensure that we can raise more money to support the fund in the future, we will ask the lead teacher to complete and return an evaluation form on the day of the visit.



Photography

HRP reserves the right to photograph schools participating in visits through the Access Fund for Schools. Should HRP need to make use of these photographs for reporting or marketing purposes, we will seek permission from your school at a later date.

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