

Schools & Communities Visit - 2020/21

Booking Request Form

**Please read the accompanying** [**guidelines**](https://www.hrp.org.uk/media/2627/2020-21_school_booking_form_guidelines.pdf) **before completing this booking request form.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School/Agency** |  | | | | |
| **Address** |  | | | | |
| **Postcode** |  | **Country** | | |  |
| **Telephone Number** |  | | | | |
| **Finance Contact Name** (title, forename, surname) |  | | | | |
| **Finance Email Address** |  | | | | |
| **Group/School Name** (only applicable if booked via an agency) |  | | **Type of School** (e.g. Academy, Secondary, Junior) |  | |
| **Visit Organiser Name** |  | | | | |
| **Visit Organiser Email** |  | | | | |
| 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/) | | | | | |
| 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.  **NHS Test & Trace:** If we receive a relevant request from NHS Test and Trace or local public health officials we will share your contact details as mandated by the UK Government. | | | | | |
|  | | | | | |
| **Date of Visit:** Wed – Fri only | **1st Choice Date** | **2nd Choice Date** | | | **3rd Choice Date** |
|  |  | | |  |
| **Preferred entry time**  Each time slot can accommodate up to 105 pupils/students. If you are bringing more than this, you must choose two entry time slots. | **School Entry Time Slots - 10:45 / 11:15 / 11:45 / 12:15 / 12:45 / 13:15** | | | | |
| Please ensure your school **arrives 15 mins before** your chosen time slot.  .  **1st Choice Time Slot**  **2nd Choice Time Slot** | | | | |
|  | | | | | |
| **Number of Pupils** (aged 5-15) |  | **Age of Pupils** | | |  |
| **Number of Students** (aged 16+) |  | **Age of Students** | | |  |
| **Do you have any pupils/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)**  Minimum ratio requirements:  EYFS = 1:4 / KS1 = 1:5 / KS2-4 = 1:10 / KS5 = 1:15 |  | | | | |
|  | | | | | |
| **Type of Visit – Please indicate below the type of visit you wish to book. Please note that for the academic year 2020/21 sessions are ONLY available for A Level groups.** | | | | | |
|  | | | | | |
| **Self-led Visit** (UK schools only) |  | | | | |
| **A Level Mid-Tudor Crisis session** (only available for UK A Level groups) |  | **Preferred timeslot/s** (see [website](https://www.hrp.org.uk/tower-of-london/schools/a-level/mid-tudor-crisis/) for session timeslots) | | | 1st –  2nd – |
| **International Schools Activity Trail** (please select a language) | **English as a foreign**  **language (EFL)** | **French** | | | **German** |

Please email your completed form to [towerlearning@hrp.org.uk](mailto:towerlearning@hrp.org.uk)