

Schools & Communities Visit - 2020/21

Booking Request Form

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

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| **Name of School/Agency** |       |
| **Address** |       |
| **Postcode** |       | **Country**  |       |
| **Finance Contact Name** (Title, forename, surname) |       | **Telephone Number** |       |
| **Finance Contact Email** |       |
| **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. |
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| **Date of Visit** (Wed – Fri only) | **1st Choice** | **2nd Choice** | **3rd Choice** |
|       |       |       |
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| **Name of Session** – Please indicate below the session you wish to book. Please note that for the 2020/21 summer term sessions are ONLY available for primary schools. We are **NOT** currently offering Self-Led or Home Educator visits. |
| **Victoria’s Toys (KS1) at 10:45** |       |
| **How to become a queen: Educating Victoria (KS2) at 10:45** |       |
| Each session will accommodate a maximum of 35 students *(see* [*website*](https://www.hrp.org.uk/kensington-palace/schools/school-sessions/) *for further session details).*  |

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| **Number of Pupils** (aged 5-15) |       | **Age of Pupils** |       | **Year Group** |       |
| **Number of Students** (aged 16+) |       | **Age of Students** |       | **Year Group** |       |
| **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/ accessibility – no names required) |       |
| **Total number of adults (including 1:1 support adults)** Minimum ratio requirements:KS1 = 1:5 / KS2-4 = 1:10  |       |

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