



HISTORIC ROYAL PALACES

## Kensington Palace Booking Form Guidelines – 2021/22

These guidelines have been written to help you complete our school booking request form. We will only make a booking for your group to visit Kensington Palace if a form has been filled out correctly and emailed to us. By filling in a form, you will be making a request for a confirmed booking to be made for your school group at the subsidised education rate, which is subject to our [terms and conditions](#). **We do not make provisional bookings.**

All subsidised admissions must be booked in advance. We recommend booking at least two months in advance as payment is due six weeks before visiting. Please note that this rate is only available Wednesday – Friday during UK term time. Please visit the [school planning pages](#) on our website for more information about the changes we have made to our 2021-22 schools offer due to COVID-19 restrictions.

- **School Details**

Please make sure that this section is completed in full so that your school is invoiced correctly. All bookings require a finance contact name and email address. It is recommended that you also provide the name and email address of the visit organiser. Booking confirmation details, and your invoice, will be sent to all named contacts on the booking. *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.*

- **Please provide a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice date of visit**

Please note that if your first-choice date is not available, our bookings team will automatically move on to your second or third choice date.

- **Number of pupils/students**

Please have ready the total number of students as well as their ages and year group.

- **Number of adults**

Please put down the total number of adults you are bringing, including 1:1 support adults and any additional adults. We will not be able to make a booking without a sufficient number of accompanying adults.

Whilst onsite school groups are required to be supervised by adults at all times.

Please ensure you have the correct number of adults to meet the below requirements.

Each adult / teacher within this ratio will be free of charge:

A minimum adult to student ratio is required as follows:

- Key stage 1 (age 4-7) = 1:5
- Key stage 2, 3 & 4 (age 7-15) = 1:5



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- SEND groups can determine their own ratios.
- **SEND/1:1 details**

If you are bringing any students who require 1:1 support, please indicate this in the relevant boxes. Please also ensure that you include details of any SEND requirements, as this is useful for us to know in advance of your visit. You do not need to include names.
- **Type of visit**

As a result of the pandemic we are offering a reduced school's programme for the 2021-22 academic year to facilitate social distancing.

A – self led (admission only) visits. Please note that this is only available for key stage 4 and 5 groups. Please indicate which of the two time slots you would prefer as your entry time: 10:15 or 12:30. We can accommodate a maximum of 35 pupils (plus accompanying adults) per time slot.

B – education session visits. We run sessions for key stage 1, 2, 3 and SEND groups. All sessions start at 10:45 and groups will be given an entry time slot of 10:30. Please indicate which session you would like to book. More information can be found on our [website](#). Please note that we can only accommodate a maximum of one class (35 pupils) plus accompanying adults per day.
- **Submitting your form.**

We advise that you read our [terms and conditions](#) before you send your completed booking request form. The team will work through booking request forms on a first-come, first-served basis, so please ensure that the form is completed in full as incomplete forms will be returned to you for further clarification, which could delay your booking and risk the date/session/timeslot you wish to book being taken by another school.

Once a booking has been made, we will send you a booking confirmation email with an invoice and further visit information attached. Please note that when your booking has been confirmed by our team you have until six weeks (42 days) prior to your visit date to make any necessary payments.

The email address to send any bookings or enquiries to is Kensington Palace at [kensingtonlearning@hrp.org.uk](mailto:kensingtonlearning@hrp.org.uk).