**Home Educator Visit Booking Form**

|  |  |
| --- | --- |
| **Name of Lead Adult** |       |
| **Address** |  | **Email Address** |  |
| **Postcode** |  | **Telephone Number**  |  |
|  [ ] Please tick this box to receive the latest news, offers and stories from the Public Engagement team 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/) |
| **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. |
| **Which site do you wish to visit?**  | **Hampton Court Palace** [ ] OR **Tower of London** [ ]  |
| **Date of Visit:** Wed- Fri only(dd/mm/YYYY) | **1st Choice**  | **2nd Choice** | **3rd Choice** |
|  |  |  |
| **Entry Time Slot**In order to manage social distancing on site, please ensure that all members of your group arrive at the same time. Please ensure your group arrives **15 mins before** your chosen time slot. |  For the 2021/22 academic year we will be operating with entry time slots.**These are 10:15 / 10:45 / 11:15 / 11.45 / 12:15 / 12:45 / 13:15 / 13.45**We have limited capacity on each timeslot so please provide us below with your 1st, 2nd and 3rd choice and we will try and accommodate you on one of them.  |
| **1st Choice** | **2nd Choice** | **3rd Choice** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Families**  |  | **Number of Under 5’s** |  |
| **Number of Children** (aged between 5 and 15 years) |  | **Age of Children** |  |
| **Do you have any children/ students who require 1:1 support? If yes, how many?**  |  |
| **Please provide details of their SEND requirements** (learning/behavior/physical- no names required) |  |
| **Total number of adults- including 1:1 support adults**(You must meet our minimum ratio for supervision: Aged 15 and under =1:10) |  |

 **Please email your completed booking form to:**

Hampton Court Palace hamptoncourtlearning@hrp.org.uk OR Tower of London towerlearning@hrp.org.uk