**UK School Visit Booking Form**

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| **Name of School/ Agency** |  | | |
| **Address** |  | | |
| **Postcode** |  | **Telephone Number** |  |
| **Finance Contact Name**  (Title, forename, surname) |  | | |
| **Finance Contact Email**  (We require this for the invoice) |  | | |
| **Group/ School Name**  (Only applicable if booked via an agency) |  | **Type of School**  (e.g. Primary, Secondary, SEND) |  |
| **Visit Organiser Name**  (Title, forename, surname) |  | | |
| **Visit Organiser Email** |  | | |
| 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**  Please ensure your school arrives **15 mins before** your chosen time slot. You will not be able to enter the site before your 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. | 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 time slot 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 Pupils (aged 5-15)** |  | **Age of Pupils** |  |
| **Number of Students (aged 16+)** |  | **Age of Students** |  |
| **Do you have any pupils/ students that 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, please see the booking form guidelines for details) |  | | |

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| **Type of Visit- You must select one of the options below** | | | |
| **A** - I want my group to do a Self-Led (Admission only) visit without sessions | | | |
| **B -** I want my group to take part in Education Sessions (at an additional cost)  **Please use the boxes below to tell us the name of the session you would like to book. When specifying your preferred timeslot please ensure it works with the entry time you have requested above.**  Each session can accommodate a maximum of 35 pupils/students, if you have more than 35 students you must select the appropriate number of time slots to accommodate your group. | | | |
| **1st Choice Session** |  | **Preferred Session time**  (See [website](https://www.hrp.org.uk/schools/#gs.473i1t) for session times) | 1st Choice:  2nd Choice:  3rd Choice: |
| **2nd Choice Session** |  |

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

Hampton Court Palace [hamptoncourtlearning@hrp.org.uk](mailto:hamptoncourtlearning@hrp.org.uk)

OR

The Tower of London [towerlearning@hrp.org.uk](mailto:towerlearning@hrp.org.uk)