**Kensington Palace - School Visit Booking Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School** |  | | | | |
| **Address** |  | **Postcode** | |  | |
| **Telephone Number** |  | **Type of School**  (e.g. Primary, Secondary, SEND) | |  | |
| **Finance Contact Name**  (Title, forename, surname) |  | | | | |
| **Finance Contact Email**  (We require this for the invoice) |  | | | | |
| **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. | | | | | |
| **Date of Visit:**  Wed-Fri only  (dd/mm/YYYY) | **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/behaviour/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) |  | | | | |
| **Type of Visit - you must select one of the options below** | | | | | |
| **A** - I want my group to do a Self-Led (Admission only) visit  For the 2021/22 academic year this is only available for KS4 & KS5 students | | | Please select one of the entry time slots below:  10.15  OR 12.30 | | |
| **B**- I want my group to take part in an Education Session  For the 2021/22 academic year this type of visit is only available for KS 1, 2 & 3. All sessions will begin at 10.45 and your entry time to the site will be at 10.30. **Please tick below the session you would like to book.** | | | | | |
| **Victoria’s Toys (Ks1) at 10.45**  **How to Become a Queen: Educating Victoria (KS2) at 10.45**  **Victoria and India: Perspectives on Empire (KS3) at 10.45**  **A Palace Princess (SEND) at 10.45**  (This session is available on selected dates throughout the year, please see the [website](https://www.hrp.org.uk/kensington-palace/schools/#gs.47jnjq) for further details) | | | | | |

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

[**kensingtonlearning@hrp.org.uk**](mailto:kensingtonlearning@hrp.org.uk)