**Kensington Palace - School Visit Booking Form (2021/2022)**

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| --- | --- | --- | --- | --- |
| **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** | |  |
| **Do you have any pupils 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) |  | | | |
| **Session selection – please tick one**  Please note that for Spring and Summer terms 2022, we are able to offer school sessions for key stages 1, 2, 3 and SEND groups only. Self-led and home educator visits are unavailable for the academic year. | | | | |
| **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/school-sessions/a-palace-princess/#gs.g6tgh0) for further details) | | | | |

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

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