**Hillsborough Castle and Gardens – School Visit Booking Request Form**

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| --- | --- | --- | --- |
| **Name of School** |  | | |
| **Address** |  | | |
| **Postcode** |  | **Telephone Number** |  |
| **Finance Contact Name**  (Title, forename, surname) |  | | |
| **Finance Contact Email**  (This is where your invoice will be sent) |  | | |
| **Type of School**  (e.g. Primary, Secondary, SEND) |  | | |
| **Visit Organiser Name** |  | | |
| **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/) | | | |
| We may combine (non-personal) data about your school with information from the government's school census to understand more about the demographic profile of the schools visiting us. This helps us to develop our schools service to reach a wide range of schools. | | | |
|  | | | |
| **Date of Visit**  (Primary = Tues & Wed)  (Secondary = Thurs  (SEND = Selected dates) | **1st Choice** | **2nd Choice** | **3rd Choice** |
| Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |
| **Time of Arrival** |  | **Year Group** |  |
| **Number of Students** |  | **Number of Adults –** Including 1:1 support adults |  |
| **Please provide details of any SEND requirements** (learning/behavior/physical – no names required) |  | | |
|  | | | |
| **Session Request** (Please note that each session has a maximum capacity and you might need to book more than one session if you are visiting with a large group. Consult the website to find out the maximum capacity for each session). | | | |
| **Name of session** |  | **Preferred timeslot**  (See website for session timeslots) | 1st Choice:  2nd Choice: |

**Please email your completed booking form to** [**hillsboroughlearning@hrp.org.uk**](file:///\\HCPFDATA1\Dept%20Data\Public%20Engagement\SCHOOLS,%20COMMUNITY%20&%20OPERATIONS\3%20Operations\01%20BOOKINGS\2021-22\hillsboroughlearning@hrp.org.uk)