**School Visit Booking Form – Kensington Palace  
 AUTUMN 2022 ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of school** | [ | | | | |
| **Is your school part of a Trust?** If so, please add Trust name here | [ | | | | |
| **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/) | | | | | |
| 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:**  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) | [ | | | | |
| **Session selection**  For the Autumn term 2022, we are able to offer school sessions key stages 1, 2,3 and SEND groups only. Self-led visits are unavailable for school groups this term.  **Please use the boxes below to tell us the name of the session and times you would like to book.** Each session can accommodate a maximum of 35 pupils/students. If you have more than 35 students you must put the appropriate number of time slots to accommodate your group. Please see our [website](https://www.hrp.org.uk/kensington-palace/schools/school-sessions/#gs.1sfc19) for details on time slots. | | | | | |
| **Session choice** | | **Preferred session time (see website for session times)** | | | |
| **Victoria’s Toys (Ks1)**  **How to Become a Queen: Educating Victoria (KS2)**  **Victoria and India: Perspectives on Empire (KS3)**  **A Palace Princess (SEND)**  (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.10yz4w) for further details) | | 1st Choice:  [  2nd Choice: [  3rd Choice: [ | | | |

**Please email your completed booking form to**: [**kensingtonlearning@hrp.org.uk**](mailto:kensingtonlearning@hrp.org.uk)