



HISTORIC ROYAL PALACES

Booking Request Form Guidelines – Hampton Court Palace 2022/23

These guidelines have been written to help you complete the UK School Visit booking form for Hampton Court Palace. We will only make a booking for your group if a form has been filled out correctly and emailed to us. By filling in a form, you will be making a request for a **confirmed** booking to be made for your group at the subsidised education rate, which is subject to our [terms and conditions](#).

All subsidised admissions must be booked in advance. We recommend booking at least two months in advance as payment is due six weeks before visiting. Please note this rate is only available Wednesday – Friday during UK term time. Please visit the [planning pages](#) on our website for more information.

If you would like to check availability before completing this form please call the schools booking team on 020 3166 6646 or email hamptoncourtlearning@hrp.org.uk. Please note that we aren't able to reserve sessions and we do not make provisional bookings. If you are visiting over multiple days, please ensure you complete separate booking forms.

School/agency details

Please make sure that this section is completed in full so that we can invoice the school correctly. All bookings require a finance contact name and email address. It is recommended that you also provide the name and email address of the visit organiser. Booking confirmation details, and your invoice, will be sent to all named contacts on the booking. If applicable, please also provide the name of the Trust your school is associated with, as this will help our Finance Team.

Please provide a 1st, 2nd and 3rd choice date of visit

If your first-choice date is not available our bookings team will automatically move on to your second or third choice date. Please also provide an estimated time of arrival.

Number of pupils/students

Please indicate the total number of pupils/students in the group, as well as their ages. If a group is a mixture of 15 and 16 years old please provide a breakdown of ages to ensure your invoice is accurate.

Number of adults

Please put down the total number of adults you are bringing, including 1:1 support adults and any additional adults. We will not be able to make a booking without a sufficient number of accompanying adults.

Whilst onsite, school groups are required to be supervised by adults at all times. Please ensure you have the correct number of adults to meet our requirements. Each adult / teacher within this ratio will be free of charge:

- o Early Years Foundation Stage = 1:4 (free adult spaces available up to 1:2)
- o Key stage 1 (age 4-7) = 1:5



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- o Key stage 2, 3 & 4 (age 7-15) = 1:10
- o Key stage 5 and up (age 16+) = 1:15
- o SEND groups can determine their own ratios.

SEND (special educational needs and disability)/1:1 details

If there are any pupils/students who require 1:1 support, please indicate this in the relevant boxes. Please also ensure that you include details of any SEND requirements as this is useful for us to know in advance of your visit. You do not need to include names.

Type of visit

Please choose which type of visit you would like to book:

A – self-led (admission only) visit. To support your visit, activity trails will be available for some key stages and teacher notes will be sent in advance of your visit to support with planning for your day.

B – ONE education session for each class. Please check our [website](#) to see what education sessions are available to book. Each session time slot can accommodate a maximum of one class (max 35 pupils/students plus accompanying adults). If you have more than one class visiting each day, please book the appropriate number of time slots (timings can be found on our website).

C – TWO education sessions for each class. If you would like each class to do more than one session during their visit, please make sure you fill in section B and C. Each session time slot can accommodate a maximum of one class (max 35 pupils/students plus accompanying adults). If you have more than one class visiting each day, please book the appropriate number of time slots (timings can be found on our website).

Submitting your form.

We advise that you read our [terms and conditions](#) before you send your completed booking request form. The team will work through requests on a first-come, first-served basis. Incomplete request forms will be returned to you for further clarification, which could delay your booking and risk the date you wish to book for getting booked in the meantime.

Once a booking has been made, we will send you a booking confirmation email with an invoice and further visit information attached. Please note that when your booking has been confirmed by our team you have until six weeks (42 days) prior to your visit date to make any necessary payments.

Email addresses for bookings / enquiries: hamptoncourtlearning@hrp.org.uk