**UK school visit booking form – Tower of London 2022/23**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of school/agency**  If your school is part of a Trust, please include Trust name | | [ | | | | |
| **Address** | | [ | | | | |
| **Postcode** | | [ | | **Telephone number** | | [ |
| **Group/school name** (only applicable if booked via agency) | | [ | | **Type of school** (e.g., primary, secondary, SEND) | | [ |
| **Finance contact name** (Forename, surname) | | [ | | **Finance contact email** (for invoice purposes) | | [ |
| **Visit organiser name** (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 (HRP). To find out more about how we collect and use personal data, please see HRP’s [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**  dd/mm/yyyy  Self-led visits Tues-Fri  Education sessions Weds-Fri only | | **1st choice** | | **2nd choice** | | **3rd choice** |
| [ | | [ | | [ |
| **Entry time slot** | | To help manage capacity, please choose an entry time of **10:00 / 10:15 / 10:45 / 11:15 / 11:45 / 12:15 / 12:45 / 13:15 / 13:45**  Each time slot can accommodate up to 105 pupils/ students. If you are bringing more than this, you must choose two entry time slots. | | | | |
| **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 who require 1:1 support? If yes, how many?** | | [ | | **Please provide details of their SEND requirements** (learning/behaviour/physical – no names) | | [ |
| **Total number of adults, including 1:1 adults** (you must meet our minimum supervision ratios, please see booking form guidelines for details) | | [ | | | | |
| **Type of visit – you must select one of the following options** | | | | | | |
| **A – I want to do a self-led (admission only) visit without education sessions** | | | | | | |
| **B – I want each group to take part in ONE education session (at an additional cost)**  Please use the boxes below to tell us the name of the session you’d like to book, and your preferred time slot/s. Each session time slot can accommodate a maximum of 35 pupils/students. If you have more than 35 pupils/students, you must select the appropriate number of time slots to accommodate your group | | | | | | |
| **Preferred session – 1st choice** | [ | | **Preferred session times** | | **1st choice:** [  **2nd choice:** [  **3rd choice:** [ | |
| **Preferred session – 2nd choice** | [ | |
| **C – I want each group to take part in TWO education sessions (at an additional cost)**  Please complete section B **and** C.  Please use the boxes below to tell us the name of the session you’d like to book, and your preferred time slot/s. Each session time slot can accommodate a maximum of 35 pupils/students. If you have more than 35 pupils/students, you must select the appropriate number of time slots to accommodate your group | | | | | | |
| **Preferred session – 1st choice** | [ | | **Preferred session times** | | **1st choice:** [  **2nd choice:** [  **3rd choice:** [ | |
| **Preferred session – 2nd choice** | [ | |

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