



HISTORIC ROYAL PALACES

Home Educator Booking Guidelines – Tower of London 2022/23

These guidelines have been written to help you complete the Home Educator booking form for the Tower of London. We will only make a booking for your group to visit 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](#). *To be entitled to this rate, you will need to provide proof that you are a Home Educator, such as a Local Education Authority de-schooling letter, issued by your local council or a Home Education membership card. Please bring formal evidence that you are a registered home-educator with you to present at our Schools Desk on the day of your visit.*

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 Tuesday – 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 towerlearning@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.

Lead adult details

Please make sure that this section is completed in full so that you are invoiced correctly. The lead adult will take responsibility for the booking and will be the person invoiced.

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.

Entry time slots

In order to help us manage capacity, please indicate which entry time slot you would prefer. Available time slots are as follows: 10:00, 10:15, 10:45, 11:15, 11:45, 12:15, 12:45, 13:15 and 13:45. Each time slot can accommodate up to 105 pupils/students. If you are bringing more than this, you **must** choose two time slots. If your first-choice entry time is not available, our bookings team will automatically move on to your second-choice entry time.

Number of families/children/adults

Whilst onsite all children booked at the subsidised rate must be supervised.

Please indicate the total number of children you will be bringing, as well as their ages. If a group is a mixture of ages please provide a breakdown.

Please put down the total number of adults you are bringing. One adult per family group will be charged at the standard adult rate. Additional adults are free of charge based on our minimum supervision ratio, and then charged at the standard adult rate thereafter.



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- Early Years Foundation Stage = 1:4 (free adult spaces available up to 1:2)
- Key Stage 1 (age 4-7) = 1:5
- Key Stage 2, 3 & 4 (age 7-15) = 1:10
- Key Stage 5 and up (age 16+) = 1:15

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

If you are bringing any children 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.

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 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: towerlearning@hrp.org.uk