



HISTORIC ROYAL PALACES

Fire - A Princess' Guide to Burning Issues Application Form Guidelines

All our outreach sessions must be booked in advance. We recommend submitting a booking form at least two months prior to your preferred date so we have time to arrange the session for you. By filling in a form, you will be making a request for a **confirmed** booking which becomes subject to our [terms and conditions](#). **We do not make provisional bookings.**

- **School Details**

Please make sure that this section is completed in full. All bookings require a finance contact name and email address. We will only invoice your school in the event of a cancellation with less than 42 days notice – for cancellations with 42-15 days notice we will charge £350 + £25 admin fee, for cancellations with 14 days of less notice we will charge £500 + £25 admin fee.

Please make sure you complete your school's postcode as we are only able to deliver to schools within the M25 at this time.

You must also provide the name and email address of the main contact. Your main contact should be the member of staff organising the outreach day, these details will be shared with our partner theatre company to finalise arrangements for your day. Booking confirmation details, and your invoice, will be sent to all named contacts on the booking.

- **Learner Information**

We are able to deliver 'Fire' on 10 dates per tour. If we receive more than 10 applications we will prioritise schools:

- With larger student audiences so our show can be enjoyed by as many learners as possible.
- Have above average number of students receive pupil premium.
- Have above average numbers of EAL learners.

- **Consent to share your data**

Our outreach show are delivered by our partners Scary Little Girls. In order to deliver your session, we require your consent to share your information with them. We will use your information to for the purposes of; processing your booking, organising and delivering your session, and voluntary post-session feedback. For more information about how we collect and use personal data please see our [Privacy Policy](#).

- **Please provide a 1st, 2nd and 3rd choice date**

For this academic year our outreach show is available to book on the following dates:

20th September – 7th October



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If your first-choice date is not available our bookings team will automatically move on to your second or third choice date.

If you would like to check availability before completing this form please contact us via email learning.info@hrp.org.uk.

Our first review of application forms will be on the 12th July 2022.

- **Please provide suggested timings for each show**

Our outreach show is an hour long and can be performed up to three times in one day to audiences of up to 250 learners. It is suitable for Key stage 3 or 4 learners. Please remember that between shows we need time to get learners in and out of the space and for our performers to reset for the next show. Please can you suggest three time slots that would work in your hall/space and with your school timetable.

- **Number of pupils**

Please indicate the total number of pupils who will be taking part in the session as well as their year group. Our Outreach show is designed for up to 250 students. The show can be performed to mixed year group audiences. If we receive more applications than available shows then we will prioritise schools with larger student audiences so our show can be enjoyed by as many students as possible.

- **Submitting your form**

We advise that you read our [terms and conditions](#) before you send us your completed booking form. The team will work through booking request forms in rounds until all 10 dates are filled. The first application review will be on July 12th. Please ensure that the form is completed in full as incomplete forms will be returned to you for further clarification, which could delay your booking and risk the date and timeslot you wish to book being taken by another school. Once a booking has been made, we will send you a booking confirmation email and further instructions.

- **Next Steps**

After your booking has been confirmed a member of the team will contact you from Scary Little Girls to discuss details and technical requirements for the day with you. We will also supply you with learning resources and session plans to help support follow up classroom learning. You can find more information about what to expect from the day on our [FAQ's page](#).