Graphical user interface, application

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{Type Museum name here}

[Insert Museum logo here

(or delete)]

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| **Contact Details & School Information** | |
| Name of School: | Year Group: |
| Address: | Number of Students: |
| Phone number: | Number of adults: |
| Contact Name: | School contact for payment [if needed:] |
| Email: |  |
| SEND/learning needs of pupil(s):  (How can we make the session more accessible for your pupils/reasonable adjustments?) | |

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| **Workshop/Visit Info** |  | **Lunch Info** |
| Date of Visit: |  | Room/location: |
| Room/location: |  | Start Time: |
| Workshop Booked: |  | Finish Time: |
| Start Time: |  | [Any details for lunch.] Leeds wrote: Please be prompt for lunch as we only allocate a 30 minute slot per class |
| Finish Time: |  |
| * The museum opens at [10am.] If having a workshop, please arrive at least [10 minutes before, and depart at least 15 minutes] after the end of the workshop (or you can stay longer) * Please ensure your pupils are supervised at all times (in workshops and out of workshops). [Leader to child ratio is 1:5 for under 5's & 1:10 for 5 & above.] More leaders are welcome. If any children require 1:1 adult support, this is additional to the ratios. * Meet for your workshop at the room detailed above | | |

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| **Self-Led Info** |
| * Please explore the museum in small groups. * Less than [10 children] in the gift shop at a time please. * [Pick up a map from the main entrance: any information about exploring your museum or signpost resources for exploring spaces] |

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| **Charges/Invoice [include if you are charging for visits]** |
| **Please pass a copy of this form to your accounts department so payment is made on or before the day of your workshop. Schools that require a separate invoice must provide a PO number no later than 7 days prior to your visit so this can be raised for you.**  Paymentcan be made in the following ways: |

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| Workshop cost: £ | Museum address  Contact: |
| Quantity: |
| Vat Payable: NO |
| Total: |

Terms and Conditions:

* If you arrive late, your workshop may be shortened as we have other bookings to honour.
* **Cancellations by the school**: please give as much notice of a cancellation as possible. If you cancel a workshop with less than one week’s notice you will be charged the full cost. You must receive a reply from us confirming your workshop has been cancelled in our diary.
* **Cancellations by the museum:** All workshops are subject to change at short notice. On very rare occasions due to circumstance beyond our control, we may have to cancel workshops. We will endeavour to keep you informed of any changes.
* **Child to adult ratios:** [We insist on at least ratio of 1:5 for under 5's, 1:10 for over 5’s.] This is for safety, but also so your pupils have a good experience. We may refuse entry if a group does not comply with this ratio. Additional 1-1 support for individual pupils cannot make up your minimum adult ratios.
* **Contract:** These terms and conditions form part of the contractual agreement between the school and [xxxx] around a group visit to [xxxx]
* Please see the Information for Visit document for Health and Safety guidance and to aid the planning of your visit

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| Office Use Only | |
| Date Confirmation Sent: |  |
| Booking taken by: |  |