|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Site Visit Booking Form 2024** | | | | | | | | | |
| Please return Section 1 to learning@amberleymuseum.co.uk.  We will confirm your visit by returning this form with Section 2 completed. | | | | | | | | | |
|  | | | | | | | | | |
| **Section 1 – Booking Enquiry** | | | | | | | | | |
| Contact name | |  | | | | | | | |
| Contact email | |  | | | | | | | |
| Invoicing email (if different) | |  | | | | | | | |
| Telephone | |  | | | | | | | |
| Organisation name | |  | | | | | | | |
| Organisation address | |  | | | | | | | |
| Date of enquiry | |  | | | | 1st choice date(s) of visit(s) | |  | |
| Total students | |  | | | | 2nd choice date(s) of visit(s) | |  | |
| * The museum is closed on Mondays and Tuesdays. * We can only accommodate two classes (64 children) per day, or three (96 children) for the workshop, ‘Journeys’. * Our minimum charge for mainstream school groups is equivalent to 20 children of the appropriate age. | | | | | | Total adults  Free entry up to below ratios, plus all 1-to-1s:  EYFS/KS1 1:5 – KS2 1:8 – KS3+ 1:10 | |  | |
| Year group (if applicable) | |  | | | | Age (if not school booking) | |  | |
| Your learning objectives | |  | | | | | | | |
| Any access requirements? | |  | | | | | | | |
| Arrival time (10am earliest) | |  | | | | Departure time | |  | |
| Coach | | Mini Bus | | | | Train | | Cars | |
| **Do you require the following: (For prices, see following page.)** | | | | | | | | | |
| EYFS/KS1 ‘Journeys’ workshop | | | | | | | | Yes / No | |
| Lower KS2 ‘Communication Nation’ workshop | | | | | | | | Yes / No | |
| Upper KS2 ‘Electric Dreams’ workshop | | | | | | | | Yes / No | |
| Upper KS2-KS3 ‘Life and Lime’ workshop | | | | | | | | Yes / No | |
| Bespoke options (please discuss with the Learning Officer) | | | | | | | | Yes / No | |
| Is a lunch space required? | | | Yes / No | Would you like a free ride on our train? | | | | Yes / No | |
| Would you like to visit the shop? | | | Yes / No | Would you like to come for a free pre-visit? | | | | Yes / No | |
| **School visit grant** | | | | | | | | | |
| Your school is entitled to a discount thanks to our school visit grant if (a) it’s located within 20 miles of the museum, (b) at least 10% of students are eligible for free school meals and (c) the school hasn’t visited since 2019. Would you like to apply? *Funds are limited. For full T&Cs please see our website.* | | | | | | | | | Yes / No |
| **Please select your preferred payment method:** | | | | | | | | | |
| BACS | | | | | Card payment on day | | | | |
| Signed |  | | | | Date | |  | | |
| *Amberley Museum will process the data provided on this form for the legitimate interest of educational bookings at the Museum, providing you with the necessary information to make the most of your visit, in compliance with GDPR regulations. This is covered by our privacy statement which is available on www.amberleymuseum.co.uk and from the Museum office.* | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2 – Confirmation** | | | |
| Section 2 to be completed by staff at Amberley Museum. | | | |
|  | | | |
| **PRICE OF VISIT** | | | |
| Cost | Item Cost | Number | Cost as booked |
| Child (EYFS-KS4, home-educated, SEN) | £7.00 |  |  |
| Student (KS5+) & Adult Learner | £9.50 |  |  |
| Accompanying Adult  (within museum ratios) | Free |  |  |
| Additional Adult (inc. home-educating adults) | £9.50 |  |  |
| 1h15m Workshop (per 32 pupils) | £45.00 |  |  |
| Bespoke option | TBD |  |  |
| **TOTAL** | | |  |
| You have / have not been successful in your application for the School Visit Grant. | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF VISIT** | | | | | | | |
| Date of risk assessment visit | | |  | | Allocated lunch space | |  |
| Outline of your day | | | | | | | |
| Group | | Time | | Activity | | | Place |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
| I am pleased to confirm your school visit to Amberley Museum on | | | | | | | |
| Signed |  | | | | Date |  | |