



FREE EDUCATIONAL VISIT APPLICATION FORM

■ Please complete all sections of this form in **BLOCK CAPITALS** and send it to the office in whose region the property stands, to arrive at least 14 days before the proposed visit.

■ A separate application must be made **for each property** to be visited and **for each visit**

■ You may photocopy this form

■ The ratio of teachers/adult helpers to pupils/students must be at least 1:15.

■ Teachers may make a planning visit to the site free of charge.

■ All bookings must be made by a teacher or tutor leader from the educational establishment. We can not accept booking forms completed by third parties on behalf of educational groups.

■ We may ask for proof of the educational work which you will be doing on site to be supplied, and reserve the right not to grant free entry.

■ It is a condition of free admission that teachers run their own pupils' educational work during their visit. We do not permit schools to employ the services of outside providers, such as re-enactors, artists and theatre groups, to work with pupils on site.

Property to be visited

Name of group leader

Name and address of educational establishment

Post code

Telephone No.

e-mail

Number of pupils / students

Number of teachers / adult helpers

Date of visit

Alternative date

Time of arrival

Duration of visit

Do you wish to use the on-site facility for schools if one is available? Yes No

Is your visit part of a residential study programme? Yes No

Please tick all relevant boxes in each section

Educational level

Key Stage 1 (5-7 yrs)

Key Stage 2 (8-11 yrs)

Key Stage 3 (12-14 yrs)

Key Stage 4 (15-16 yrs)

16-18yrs (School/College)

Further Education

Higher Education

Continuing Education

Initial Teacher Training

In-service Training

Foreign Group

Other (please specify)

Which subjects will you be covering in your preparation, on-site and follow-up work?

History

Geography

English

Mathematics

Science

Design/Technology

Art

Music

Archaeology

Environmental studies

Leisure and Tourism

Other (please specify)

Signature of group leader.....

Position in educational establishment

Date