**Learning Visit Booking Form**



**Please complete and return to:** **maslearning@swindon.gov.uk**

|  |
| --- |
| **SCHOOL CONTACT DETAILS** |
| **School name, address and postcode** |  |
| **School telephone number** |  |
| **Contact name and role of person booking visit** |  |
| **Email address of person booking visit** |  |

|  |
| --- |
| **LEAD TEACHER DETAILS FOR THE DAY OF THE VISIT** |
| **Name and role** |  |
| **Email address** (we will send accompanying resources to this email) |  |
| **Mobile telephone number** (emergency use only) |  |

|  |
| --- |
| **VISIT DETAILS** |
| **Visit date** |  |
| **Which type of visit would you like to book?** **Discovery Visit (£5 per pupil) Self-Guided Visit (£2 per pupil)**If a Discovery Visit, please specify which facilitated session you would like – see p4 of the Info Pack. |  |
| **Year group and number of pupils** |  |
| **Total number of adults attending** Please note required ratios in the Terms & Conditions – KS1 = 1:6, KS2 = 1:10, KS3 = 1:12. |  |
| **Access and inclusion details** Please give details of any additional needs we should be aware of, including access needs. |  |
| **Visit start time**Self-Guided Visits can start any time between 10.30am and 2.30pm. Discovery Visits usually begin at 10am. |  |
| **Approximate visit end time** Visits can end any time before 4.30pm. Discovery Visits are at least 3 hours in length. |  |
| **How will you be travelling to the Museum?** |  |
| **What is your topic focus for this visit?** |  |
| **What are you hoping pupils will gain from the visit?** |  |
| **Where does this visit fit within pupils’ learning for the term?** How much prior knowledge will they have? |  |

|  |
| --- |
| **FINANCE DETAILS** |
| **Name of school, academy trust or organisation, as it will appear on your payment**  |  |
| **Finance contact name and email address**We will send your invoice to this email. |  |