

Schools booking form

To make a booking please complete and return this form to education@fulhampalace.org.

We welcome any pre-visits or phone calls to discuss your needs. If you have any questions please contact Jean Shipton, Learning Assistant on 020 7751 2432.

Teacher's name	
Contact's name (if different)	
School	
School address	
Borough <i>e.g. London Borough of Hammersmith and Fulham</i>	
Tel	Email
Session requested	
Requested date(s)	
Preferred time <i>EYFS sessions last for 1 ¾ hours, KS1 and KS2 sessions last 1½ hours. Unless otherwise indicated, morning sessions usually start at 10.00, and afternoon sessions at 13.00.</i>	
Year group	
Number of pupils <i>Sessions can accommodate up to 30 pupils. Please state numbers so we can prepare costumes in advance.</i>	
Number of adults <i>At least minimum government staffing ratios are required and higher ratios for children with specific needs.</i>	
Do you require a lunchroom? <i>Delete as appropriate</i> Yes / No <i>We have a large lawn which is the ideal spot for picnics, but our classrooms can be booked in case it is a rainy day.</i>	

<p>Please use the section below to let us know if any pupils have special educational needs, allergies, or mobility requirements.</p>
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Sessions cost £115. The invoice must be paid in full within two weeks of receiving the invoice. Cancellations on the day will incur the full fee. Cancellations within two weeks of the visit will incur a 50% charge. Limited bursary places are available for school visits. Please contact us for more information: kate.kern@fulhampalace.org