

## Schools booking form

To make a booking please complete and return this form to [education@fulhampalace.org](mailto:education@fulhampalace.org). We welcome any pre-visits or phone calls to discuss your needs. If you have any questions please contact Jean Shipton, education officer on 020 7751 2432.

<b>Teacher's name</b>			
<b>Contact's name (if different)</b>			
<b>School</b>			
<b>School address</b>			
<b>Borough</b> <i>e.g. London Borough of Hammersmith and Fulham</i>			
<b>Tel</b>		<b>Email</b>	
<b>Session requested</b>			
<b>Requested date(s)</b>			
<b>Preferred time</b> <i>Sessions last for 1½ hours. Morning sessions usually start at 10.00, and afternoon sessions at 13.00.</i>			
<b>Year group</b>			
<b>Number of pupils</b> <i>Sessions can accommodate up to 30 pupils.</i>			
<b>Number of adults</b> <i>At least minimum government staffing ratios are required</i>			
<b>Do you require a lunchroom?</b> <i>Delete as appropriate</i> <b>Yes / No</b> <i>We have a large garden, perfect for picnics, but our classrooms can be booked in case it is a rainy day.</i>			
<b>Please use the section below to let us know if any pupils have special educational needs, allergies, or mobility requirements.</b>			
<b>Class Data</b> <i>These statistics are required to support our audience development targets and funding.</i>			
No. Pupils FSM	No. pupils EAL	No. pupils Ethnic Minority	No. pupils SEND
<b>Newsletter</b> <i>Delete as appropriate</i> <b>Yes / No</b> Subscribe to our termly schools for early access to new sessions, offers and updates from the schools team.			

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, [education@fulhampalace.org](mailto:education@fulhampalace.org)