**Guildford Cathedral Schools’ Department**

**School Visit Booking Form**

*Please complete this form and return it to Becki Hartley, Head of Family Engagement and Schools*

*via email (schools@guildford-cathedral.org) or post (Guildford Cathedral, Stag Hill, Guildford, GU2 7UP).*

**School Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School name |  | | | |
| School address |  | | | |
| School telephone number |  | | | |
| Contact email address  (for teacher in charge of the trip) |  | | | |
| Date of visit | First choice |  | | |
| Second choice |  | | |
| Third choice |  | | |
| Year group |  | | Number of pupils |  |

**Learning Expectations**

|  |  |
| --- | --- |
| What topic would you like the children to learn about? |  |
| Is there a specific learning objective you would like us to focus on? |  |
| Will the children come with any prior knowledge of this topic? |  |

**Pupil Needs**

*We welcome all pupils from your school, and find it useful to have information about any additional needs they may have prior to your visit. Please let us know in the box below what additional needs there may be within the group of pupils you will be bringing to the School Visit.*

|  |  |  |  |
| --- | --- | --- | --- |
| How many pupils have additional needs? | | |  |
| How many of these pupils have an Education and Health Care Plan? | | |  |
| We would be grateful if you could use the box below to give us any further information about these needs that might help us in planning your visit (e.g. what type of need; whether a 1:1 adult will be present; medicine schedule etc.) | | | |
|  | | | |
| Pupil premium numbers | School: | Class(es) you are bringing: | |

**Additional Information**

|  |  |
| --- | --- |
| Would you like a half-day (usually 10.00am-12.30pm) or full-day visit (usually 10.00am-2.30pm)? |  |
| If your visit is a half-day visit, would you like your class to have lunch here?  *If you are attending for a full day, you will need to provide lunch for your pupils, and we will provide a space in the Cathedral for the children to eat their lunch.* |  |
| How many adults will you be bringing with you?  *Please note the Cathedral ratio expectation for safeguarding purposes is 1:8.* |  |
| How will you be travelling to and from the Cathedral? |  |

WHAT HAPPENS NEXT?

Once your form is received, we will investigate the date options you have given with our Diary Management Team. Once a date is confirmed, you will be informed of this and your visit booking is then secured. At this point you will be invoiced for the cost of your trip. You will also receive a copy of our Terms and Conditions, which you are advised to read and raise any queries as necessary.

The timetable and content of the trip will then be put together and sent out to you at least one week prior to your trip.