

**Rural Life Living Museum School Visit Booking Form**

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| **Contact Details** |
| School Name |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Lead Teacher Name |  |
| Email for Lead teacher |  |
| Email for Finance/Invoice |  |
| **Trip Details** |
| Date of Visit |  |
| School Topic/Focus |  | Start / Middle/ End of Topic? |
| Repeat Visitors? | Yes / No (please delete as appropriate) |
| Workshops Booked*Please name titles of workshops selected* | 1: | 2: | 3: |
| Arrival Time(not before 10am) |  | Departure Time |  |
| Year Group |  |
| Number of classes |  |
| Total Number of children  |  |
| Total Number of Adults |  |
| Number of SEND Children with 1:1 assistance |  |
| Number of children with EAL |  | This information can help us when applying for grant funding to improve our education programme. |
| Number of children who qualify for free school meals |  |
| **Optional Extras** |
| Dress up clothes for Victorian school? (free of charge, limited supply for 1 infant class) | Yes / No (please delete as appropriate) |
| Shop Visit required?  | Yes / No (please delete as appropriate) |
| Goody Bags Required? | Yes / No (please delete as appropriate) |
| Goody Bag Budget per child (max £5) |  |
| Additional Notes or anything we need to know about. |  |

Information will be used by the Learning Team and the Finance Officer to contact you regarding your school visit. All information is held securely and will not be held longer than necessary or passed to a third party.