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| --- | --- | --- |
| **SECTION 1 – SCHOOL/GROUP & FINANCE INFORMATION** | | |
| Name of School/Group | |  |
| School /Group Address for invoice/contact  Please include main email address & main telephone | |  |
| Finance Office Contact Name | |  |
| Finance Office Email & Telephone | |  |
| **SECTION 2 – YOUR VISIT INFORMATION** | | |
| Workshop (KS1/KS2/KS3/College)? | |  |
| Preferred Dates (FRIDAYS ONLY)  Provide min 2 options | |  |
| **Workshop Start time**  **Workshop End time** | | **10am**  **12pm** |
| Do you require minibus parking onsite?  (We can fit 2 minibuses in our car park**, please note we have no coach or car parking)** | |  |
| **SECTION 3 – YOUR CLASS/GROUP INFORMATION (Please complete per class)** | | |
| Teacher /Leader Name |  | |
| Teacher Email |  | |
| Teacher Mobile |  | |
| Class Name & Year |  | |
| Number of Students |  | |
| Number of accompanying adults | Please note, we require a ratio of 1:10 (primary) and 1:15 (secondary)  **(1:1 pupil support adults do not count towards your ratio**) | |
| SEND/Behaviour info \* |  | |
|  |  | |

\*The more information you can provide, the better we can support your visit. We require school/group staff to take the lead with behaviour management during your trip.

**PRE-VISIT. To help you plan your visit and to ensure we meet our visitors needs, we suggest you book a pre-visit telephone chat or onsite visit. We can run these Weds to Friday. Please contact** [**hello@pankhursttrust.org**](mailto:hello@pankhursttrust.org) **to book your pre-visit ASAP.**