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| **SECTION 1 – SCHOOL/GROUP & FINANCE INFORMATION** |
| Name of School/Group |  |
| School /Group Address for invoice/contactPlease 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** **to book your pre-visit ASAP.**