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| NATIONAL MEMORIAL ARBORETUM STAFF USE ONLY | **Booking Ref** |  |
| **Prop. Bkgs** |  | **Timetables** |  | **Confirmation** |  | **Maxim Notes** |  | **Familiarisation Email** |  | **Type of Visit** |  **SL FAC** |

 **Learning Visits Booking Form**

**Privacy Statement** At the National Memorial Arboretum, we take your privacy seriously and we will only use the information you have provided on this form to administer your learning booking and to correspond with you thereafter. We will use the contact details you provide to telephone, email or write to you about your booking. Following your visit we will also send a short feedback survey which will be used to help evaluate and develop our learning activities. If you consent below to receive further communication from us about our learning offer, you will also receive this information from us. We will not share your data and promise to keep it safe and secure.

We will hold your information for three years from the date of your learning visit. If you consent to receive further communication from the Arboretum, we will hold your information until you withdraw your consent. You can contact us at any time to change the way we contact you, or to update your details on 01283 245 100 or email info@thenma.org.uk. For further information about how the National Memorial Arboretum processes your personal information and about your rights under data protection law please see our privacy policy [www.thenma.org.uk/privacy](http://www.thenma.org.uk/privacy)

**Please note, when booking with the Arboretum we require 4 weeks’ notice if you would like a facilitated visit. Please ensure all information is correct on this booking form as amendments may not be considered during busy times particularly if there is less than two weeks until your visit. We encourage you to speak to a member of our learning team to discuss your booking and ensure you’re happy with everything before submitting this form. You can contact our learning team via email at education@thenma.org.uk.**

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| **Preferred Date of Visit** |  | **Alternative date(s)** |  |
| **School/Organisation/Unit Name** |  |
| **School/Organisation/Unit Address** |  |
| **Post Code** |  |
| **Name of Visit Leader on the Day (inc. title)** |  |
| **Telephone** |  | **Mobile During Visit** |  |
| **E-mail address**  |  |
| Please let us know how we can keep in touch and provide you with information about our learning events and activities (please select all that apply):  | I’d like to receive updates via email  |[ ]
|  | I’d like to receive updates and information by post |[ ]

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| **Number of Students** |  | **Student Year Group(s)/ FE?** |  | **Number of Supervisors** |  |
| **Arrival Time** | Time | **Departure Time** | Time |
| **If booking for a facilitated visit, please add information around current classroom teaching so we can adapt the session to meet your requirements.** |  |
| **Where did you hear about us?** |  |

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| **Activities Required** | **Cost**  | **No. of groups for each activity** |
| **Poppy Activity** | £60.00 (per 25) | 0 |
| **Act of Remembrance**  | £50.00 (per 25) | 0 |
| **Explorer Days.** Choose an item.Please note if you are choosing our KS2 WW2 explorer day, a member of our team will be in touch to ask which of the sessions you would prefer. | £180.00 (per 25) | 0 |
| **Tours** Choose an item.Please specify if you have a particular focus ………………………………………………………………….... | £100.00 (per 25) | 0 |
| **Self-Led Visit (Please check the box)** |[ ]
| **Land Train** | **Advanced booking:** £2.00 per Child (Under 16), £5.00 per Adult | Children:  | 0 | Adults: | 0 |

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| **Learners with additional needs:**  |
| At the Arboretum we work hard to provide an inclusive experience for all visitors. Please help us by completing the additional needs section below. Please include as much information as possible to help us ensure all visitors needs are catered to. |
|  | **Has the following needs:**  | **Can be helped by:** |
| **Pupil 1** |  |  |
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| We welcome suggestions on how to adapt our environment or delivery to meet individual needs. We will do our best to accommodate these. |

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| **To help us understand the demographic of learning groups that we have on site please answer the below:**  |
| **What is your schools current OFSTED rating?** | Choose an item. |
| **What percentage of your school is Pupil Premium** |  |
| **Please identify majority ethnic groups that make up your school. Please tick all that apply.** | [ ]  Asian Bangladeshi[ ]  Asian – Chinese[ ]  Asian – Indian[ ]  Asian – Pakistani [ ]  Asian – Any other Asian Background [ ]  Black- Black African[ ]  Black – Black Caribbean[ ]  Black – Any other Black background[ ]  Mixed – White and Asian[ ]  Mixed – White and Black African[ ]  Mixed – White and Black Caribbean [ ]  Mixed – Any other mixed background [ ]  White – Gypsy-Roma[ ]  White – Irish[ ]  White – Traveller of Irish Heritage[ ]  White – White British [ ]  White – Any other White background |

**Please check all 7 boxes to confirm you understand and will comply with the following:**

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| The Arboretum is an outdoor site and offers **no indoor space for the eating or storage of packed lunches**. | [ ]  |
| You will follow your own organisation’s guidance and procedures when conducting your own risk assessment.  | [ ]  |
| You will follow your own organisation’s guidance and procedures and child protection policies. | [ ]  |
| Pupils will be organised into groups prior to arrival. | [ ]  |
| You have made adequate first aid/medication provision. | [ ]  |
| You will make all accompanying adultsaware of your plans for the day and, if you are taking part in facilitated activities, that they each have a timetable and know what groups they are responsible for. | [ ]  |
| You will make all accompanying adults aware that they are responsible for their group, including head counts and behaviour management. | [ ]  |

*By returning this booking form you are agreeing to abide by our Terms and Conditions. These can be found on our website. Your confirmation email will include a timetable with your chosen activities. This timetable may change so you should check for further emails.*

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| **Name (person completing form)** |  | **Date of Booking** |   |

**Please return your completed forms to** **education@thenma.org.uk****.**

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