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| A picture containing text  Description automatically generated | **SCHOOL BOOKING FORM** |

Thank you for requesting to book a school/ children’s group visit.

Please note that group bookings are given priorities on Mondays (other days, evenings and weekends by special arrangement - please email.

For school/ children’s group bookings we would suggest a minimum of 2 hours. (This could be 9:30-11:30 or 13:00-15:00 or a whole day visit 9:30-15:00)

Groups may wish to extend their visit to a whole day by combining their visit with a Town Walk, which can be provided by Faversham Town Walks.

We can comfortably accommodate 30 children per visit, which must include a minimum ratio of:

3 adults for half day bookings, plus any 1:1 support for SEND children.

4 adults for whole day bookings, plus any 1:1 support for SEND children.

We have a classroom space next to the Visitor Information Centre to complete activities tailored to a specific key stage.

We also have a lunchtime space in the Guildhall, if you book a whole day.

For us to confirm this booking please fill in the form and return it to:  
  
Fiona Palmer, Faversham Charters Officer, Town Hall, 12 Market Place, Faversham, Kent, ME13 7AE  
[fiona.palmer@favershamtowncouncil.gov.uk](mailto:fiona.palmer@favershamtowncouncil.gov.uk)   
01795 503286

**SCHOOL BOOKING FORM**

|  |  |
| --- | --- |
| Name of School/ Children’s group: |  |
| Contact Name: |  |
| Contact Details:  Email  Tel Number |  |
|  |
| Preferred Date of Visit: 1st Choice  2nd Choice  3rd Choice |  |
|  |
|  |
| Preferred Times of Visit: AM  PM  Whole Day |  |
|  |
|  |
| Year/Age of group (if under 18): |  |
| Group Size: |  |
| If under 18s  Number of accompanying adults: |  |
| Any special needs or requirements? (Please ensure you have suitable TA’s/ adults to support these children as needed) |  |
| Are lunchtime facilities required? |  |
| Would you be interested in hearing about a town walk to accompany your visit? (Whole day visits only) |  |

**On the day of your visit:**

-Please arrive 10 minutes before your allotted time.

-Please ensure all long hair is tied back.

-We will be taking photos for use on our website and social media, please ensure you have a list of children who MUST NOT have their photos taken.

-Please organise the children into 3 (or 4 if you’ve booked a whole day visit) mixed ability groups before you arrive.