

Ely Cathedral

School Visit Booking Form

1. Name of Organising Teacher
2. School Name and Address
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- Telephone..... **Email (Important)**.....
3. Date(s) of Visit
4. Time(s) of arrival 5. Time(s) of departure.
- Number of Pupils YearKey Stage
- Number of Adults

The suggested minimum ratio of adults to pupils is Key Stage 1: 1 adult to 7 children; Key Stage 2: 1 adult to 10 children; Key Stage 3 and above: 1 adult to 20 children. Please note that school staff are responsible for the discipline of their pupils

6. Are there any special educational needs or access needs which should be considered?
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7. What are your learning objectives?
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-
8. Proposed activities
-
9. How much background knowledge do the children have already?
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11. Would you like to eat lunch in the Cathedral Centre
12. Would you like to order goody-bags (cost £2.00 per bag) and how many?
- to visit the Cathedral shop?
13. Will you pay on arrival (£4.00 per pupil. For special days and craft activities, charges on application) or would you like to be invoiced?

You will be invoiced for the numbers of pupils booked unless we are informed otherwise on the day of the visit.

We regret that we will have to invoice the school for the full fee if cancellation is received less than a week before the visit.

14. Please indicate that you have received the Risk Assessment Guidelines.
15. Following your visit you will be sent an Evaluation Form. We would be most grateful if you could complete and return this as soon as possible. This will help us with our future planning.

Please send this completed form to Jan Munt, Cathedral Education Officer, The Cathedral Centre, Palace Green, Ely, Cambridgeshire CB7 4EW. Email: cathedral.education@cathedral.ely.anglican.org