

**School Booking Form**

***About your School***

| **Name of main School Contact** |  |
| --- | --- |
| **Email address of lead teacher**  |  |
| **Name of school or college** |  |
| **School address**  |  |
| **School phone number** |  |
| **School type (international, independent, SEN, State, other?)** |  |
| **What are your desired learning objectives for this session?** |  |

***About your Booking***

| Year Group attending |  |
| --- | --- |
| Number of students |  |
| Number of accompanying adults |  |
| Type of booking | Delete all except choice:* **Visit the Museum:** 20 min Show & Tell & self-guided tour around Museum with worksheet (£4.50 per child and £8 per adult)
* **Pollock’s Toy Museum comes to the School:** 45 minsWorkshop leader visits your school with a range of toys (that are relevant to your studies) for pupils to handle and discuss plus a talk. Up to 4 workshops in a day (£200)
* **Virtual Workshop on Zoom:** Same as above but on Zoom with presentation (£80 per session)
 |
| Preferred date range for visit/trip (please provide a few options in order of preference) |  |
| Do any students have specific requirements or accessibility needs?Please note that we do not currently have wheelchair access to the museum.  |  |
| Any other notes or requirements? |  |

***Finances***

| **Head of finance** |  |
| --- | --- |
| **Head of finance email** |  |
| **Is the billing address the same as the school address?** |  |
| **If no, please include >** |  |
| **Payment method (bank transfer, cheque, cash)** |  |

***To be filled out by Pollock’s staff:***

| **Notes/Variations on booking** |  |
| --- | --- |
| **Invoice sent? Date of sending** |  |
| **Payment received?** |  |
| **Method and date of payment** |  |