

## School Visit Booking Form

St Augustine's Church and Shrine

St Augustine's Road

Ramsgate

CT11 9PA

[office@augustineshrine.co.uk](mailto:office@augustineshrine.co.uk)

01843 606756



Please email your completed form to [office@augustineshrine.co.uk](mailto:office@augustineshrine.co.uk). Don't hesitate to call if you have any questions. Confirm by return, that you have met the requirements for group visits and read and understood the 'Terms and Conditions' on the second page.

<b>Name of School</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Telephone number</b>	
<b>School email address</b>			
<b>Leader's name</b>			
<b>Leader's mobile number</b>			
<b>Leader's email address</b>			

<b>Day and date of visit</b>	<b>1<sup>st</sup> Choice</b>	<b>2<sup>nd</sup> Choice</b>	<b>3<sup>rd</sup> Choice</b>
<b>Arrival time</b>		<b>Departure time</b>	
<b>Are you planning a preliminary visit?</b>	<b>YES / NO</b>	<b>Day and date of preliminary visit</b>	
<b>Number of pupils</b>		<b>Age/Year of pupils</b>	
<b>Number of adults</b> (Minimum ratio of 1:6 for Yrs 1-3 or 1:10 for Yrs 4-6)			

### Your requirements

<b>Family Trail required</b>	<b>YES / NO</b>	<b>Handling Objects required</b>	<b>YES / NO</b>
<b>Explorer Bags required</b>	<b>YES / NO</b>	<b>Church Tour required</b>	<b>YES / NO</b>
<b>Activity preferences</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>4</b>	<b>5</b>	
<b>Details of any special arrangements</b>			

## **Terms and Conditions**

- A risk assessment has been/will be completed.
- The ratio of adults to pupils for supervisory purposes is in accordance with guidelines.
- Adults will supervise pupils at all times. Responsibility for the behaviour and safety of the group remains with the teacher or adult in charge.
- A first aider with kit will accompany us on the visit.
- A mobile telephone number will be given on arrival. (Should we need to contact you in the event of an emergency)
- In the event of an injury / accident, dangerous occurrence or suspicious activity we will inform a member of Church staff.

**I have read and understood the following terms and conditions:**