



Contact Details & School Information

Name of School:	Year Group:
Address:	Number of Students:
Phone number:	Number of adults:
Contact Name:	School contact for payment: N/A
Email:	How did you find out about this workshop?

SEND/learning needs of pupil(s):
(How can we make the session more accessible for your pupils/reasonable adjustments?)

Number of SEND pupils:

EAL needs of pupil(s):
(How can we make the session more accessible for your pupils/reasonable adjustments?)

Number of pupils with EAL:

Which languages are spoken?

Number pupils who qualify for pupil premium:

Mobility and access needs of pupil(s):
(How can we make the session more accessible for your pupils/reasonable adjustments?)

Workshop/Visit Info

Date of Visit:

Room/location:

Workshop Booked:

Start Time:

Finish Time:

Lunch Info

Room/location:

Start Time:

Finish Time:

Please be prompt for lunch as we only allocate a 30-minute slot per class

- The museum opens at 10am If having a workshop, please arrive at least 10 minutes before, and depart at least 15 minutes after the end of the workshop (or you can stay longer)
- Please ensure your pupils are supervised at all times (in workshops and out of workshops). Leader to child ratio is 1:5 for under 5's & 1:10 for 5 & above. More leaders are welcome. If any children require 1:1 adult support, this is additional to the ratios.
- Meet for your workshop at the room/location detailed above

Self-Led Info

- Please explore the museum in small groups.
- Less than 10 children with an adult in the gift shop at a time please.
- Pick up a map from the main entrance and any agreed resources for exploring spaces.

Workshop cost: Free of Charge	The National Horseracing Museum Place Street Newmarket CB8 8ET Contact: Sarah Coleman
Quantity:	
Vat Payable: NO	
Total: Free of Charge	

Terms and Conditions:

- If you arrive late, your workshop may be shortened as we have other bookings to honour.
- **Cancellations by the school:** please give as much notice of a cancellation as possible. If you cancel a workshop with less than one week's notice you will be charged the full cost. You must receive a reply from us confirming your workshop has been cancelled in our diary.
- **Cancellations by the museum:** All workshops are subject to change at short notice. On very rare occasions due to circumstance beyond our control, we may have to cancel workshops. We will endeavour to keep you informed of any changes.
- **Child to adult ratios:** We insist on at least ratio of 1:5 for under 5's, 1:10 for over 5's. This is for safety, but also so your pupils have a good experience. We may refuse entry if a group does not comply with this ratio. Additional 1-1 support for individual pupils cannot make up your minimum adult ratios.
- **Contract:** These terms and conditions form part of the contractual agreement between the school and the National Horseracing Museum around a group visit to the National Horseracing Museum.
- Please see the Information for Visit Risk Assessment document to aid the planning of your visit

Office Use Only

Date Confirmation Sent:

Booking taken by: