



Peter Collett, Leicester Cathedral,
St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

Peter.Collett@LecCofE.org

Tel: 0116 261 5369

School Visit Booking Form

School Name and address	
Contact name	
Telephone number	
E-mail Address	
Number of children <i>Max number of 60 per group</i>	
Age Group (Age and Key Stage)	
Visit Programme (see below)	
Date of visit	
1 st Choice	
2 nd Choice	
3 rd Choice	
Please advise us of other places you will be visiting on the day or any particular areas of interest	
Start Time of visit (NB Not available 12.45pm to 1.40pm)	
Cost <i>(Please see below)</i> (Please indicate whether you wish to be invoiced before or after your visit)	
Additional info: Eg. Special Needs	

Please return this booking form by e-mail to Peter.Collett@LecCofE.org



Booking Information and Terms and Conditions for schools

- ❖ Available Programmes and cost:
 - i) A two hour themed workshop – where we work with different ‘stations’ around the Cathedral. £3 It is possible to offer a 4 hour visit at £5 per head
 - ii) A one hour guided tour – which follows the route around the Cathedral with age appropriate commentary and questions £2
 - iii) An unguided tour, for which we can offer some materials for the teachers £1
 - iv) It may be possible, subject to availability, for us to book a lunch room at St Martins House. There is a charge of £24 plus VAT per room, per hour, which will be invoiced to you direct by St Martins House.

- ❖ Please ensure that the details on your booking form are correct. Any amendments to your booking after it has been confirmed are subject to availability.

- ❖ Your booking is not diarised until we have received your booking form. If you wish to cancel a provisional booking you should do so as soon as possible in order that your slot may be reallocated.

- ❖ Please allow at least 14 days for confirmation of your booking

- ❖ Self Led visits:

Ideally allow an hour for your visit to allow children to get the most out of their time in the Cathedral. A shorter visit of 30 minutes can be accommodated.

Maximum group size for the self led visit is 30 in the Cathedral at any one time. The group will need to be split into 3 groups of 10. Larger groups can be split and either wait in the Cathedral with school staff or worksheets on the exterior of the building can be provided. The groups can then swap over.

- ❖ Cancellations within a month of the visit will attract a charge of £25. If the cancellation is within a week of the visit, it will result in a cancellation fee equivalent to 50% of the total cost of the visit or £25, whichever the greater.

- ❖ If any of your group has any special needs or requirements, do let us know in advance of your visit.

- ❖ It is vital that you arrive at the scheduled time of your visit. Late arrival may mean that your visit is shortened.

- ❖ We accept that the final number in your party may differ from that stated in the booking form. If the numbers change significantly, you should notify us as soon as possible. Additional pupils will be charged for and we reserve the right not to accept additional pupils if advanced notification is not received.

- ❖ You should ensure you have an adequate ratio of teachers to children for your group. The following table confirms:



Key Stage	Recommended	Minimum
1 - years 1-2	1 adult for every 8 children	1 adult for every 10 children
2 - years 3-6	1 adult for every 8 children	1 adult for every 10 children
3 - years 7-9	1 adult for every 10 children	1 adult for every 15 children
4 - years 10-11	1 adult for every 10 children	1 adult for every 15 children
Post 16	1 adult for every 30 children	1 adult per booking

- ❖ Please ensure all members of your group are sufficiently respectful to other visitors, volunteers and cathedral staff. If visitors are disruptive we reserve the right to ask them to leave. (Please see separate Guidelines for School Visits document which will be sent out with confirmation)
- ❖ School staff are responsible for their group at all times and should remain with their group at all times.
- ❖ Toilets are available in St Martins House. Please be aware that these are public toilets and are therefore not dedicated for use of your school. We therefore ask that you supply a male and female supervisor to cover each of the toilets and to ensure appropriate behaviour.
- ❖ **Valuables** are brought into the Cathedral at the owners risk. Should you wish to divest **bags or coats** during your visit please ask the Verger on duty, who will allocate a suitable space. But please note that they are left at your own risk.
- ❖ In the case of **extreme weather or illness**, we reserve the right to postpone or cancel your visit, in which case a full refund or re-booking will be made as appropriate.
- ❖ Leicester Cathedral is a working Cathedral; it may exceptionally be the case that we have to postpone or cancel your visit to make way for a special service, for example in the case of National emergency. In such a case a full refund or re-booking will be made as appropriate.
- ❖ Whilst we do have a trained first aider on site, we do recommend that you bring your own first aider on your visit.
- ❖ Please let us know which method of payment you would prefer. We accept the following options:
 - i. Pre-paying via cheque or bankers draft.
 - ii. Payment on arrival via credit/debit card or cheque. If paying via cheque on the day we recommend that the signatory is in the tour party and that the cheque is left blank until the total amount has been confirmed by the guide.
 - iii. Invoice after the visit (only applicable to schools with a UK address).