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**School/Group Visit Planning**

**School/Organisation name & address:** ……………………………………………………………...…...

………………………………………………………………………………………………………………………

**Head of School/Organisation:** ………………………………………………………………………...…

**School/Organisation phone:** ………………………………………………………………………...…

**School/Organisation email:** ………………………………………………………………………...…

**Contact name for this visit:** ………………………………………………………………………...…

**Contact mobile number for this visit:** ………………………………………………………………………..

**Contact email:** ………………………………………………………………………...…

**Contact role:** ………………………………………………………………………...…

**Have you visited before?** (delete as necessary) No / Yes

**Visit type: please state either ‘guided tour’ or ‘other’** (giving further details, if ‘other’)

………………………………………………………………………………………………………………………

**Main purpose of visit:** ………………………………………………………………………...…

**Proposed date and time:**  ………………………………………………………………………...…

**Total length of time planned for the visit:** ………………………………………………………………...,,,

**Alternate date and time:**  ………………………………………………………………………...…

**How many under 18s in the group?** ………………………………………………………………………...…

**What year group is visiting?** ………………………………………………………………………...…

**Number of adults:** ………………………………………………………………………...…

**Will the group need to be split?** (delete as necessary) No / Yes

**If yes, give details of split:** (How many groups, size of groups and how many adults with each group)

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**Special needs?** Does anyone in the group have specific learning or access needs that we should be aware of? (delete as necessary) No / Yes

**If yes, please give details:**  ………………………………………………………………………...…

**Any further information that would help us with arranging your visit:**

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**Please email your completed form to Anne Cottingham at:
schoolvisits@cromer-church.org.uk**