

## 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)

**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:**

Please email your completed form to Anne Cottingham at:  
[schoolvisits@cromer-church.org.uk](mailto:schoolvisits@cromer-church.org.uk)