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BOOKING FORM FOR EDUCATION PARTIES VISITING DUNWICH MUSEUM

NAME OF SCHOOL OR INSTITUTION.....

Postal address.....

.....Postcode .....

E-mail.....Tel.....

NAME OF PERSON MAKING BOOKING.....

APPROXIMATE SIZE OF PARTY.....

Please note that large parties should be organised in groups of up to twenty with at least one member of staff with each group. One group can be upstairs whilst another has a talk. We recommend 20-30 minutes per floor

AGE RANGE OF PUPILS / STUDENTS.....YEAR GROUP.....

DATE OF PROPOSED VISIT.....TIME.....

What is the focus of the visit? .....

.....

Would you like the handling collection?.....

Would you like more information about Sister Luke?.....

HAS THE PARTY ANY OTHER ISSUES?.....

SIGNED.....DATE.....

The handling box together with a knowledgeable volunteer is usually available, on request, as a drop by activity in the first floor gallery.

Downstairs there is a shop with pocket money items.

A donation of £1 per pupil will enable our educational service to be maintained. Cheques should be made payable to Dunwich Museum and presented at the time of the visit.

Attached are Dunwich Museum Risk Assessment and Dunwich Museum Safety Management for School Visits documents, to be kept by the school party.

THIS FORM SHOULD BE RETURNED TO THE MANAGER