

Example school booking template

School/Group	
Date of Visit	
Workshop booked	
Address	
Contact numbers (school landline and mobile of teacher/s on day)	
Email address of main contact	
Year group/age of students	
Number of students	
Number of adults (Teachers, TA's and Parents)	
Travel arrangements. How arriving?	
Estimated time of arrival	
Estimated time of departure	
Is disabled parking required? Size of vehicle, side or rear wheelchair access.	
Other Physical access needs of children or staff? Number of wheelchair users? Is additional seating required? Any adaptations needed to support physical access to the workshop?	
How can we best meet the SEND access needs of your group?	
Will you require access to an accessible toilet?	
Are any students/staff visually impaired?	
Are any students/staff D/deaf or hearing impaired?	
Do any students have sensory processing needs or behavior triggers we need to be aware of?	
Do you require the use of a 'safe space' chill out tent or space for tube feeding giving medicine?	
Do any students use alternative communication systems such as symbols, Makaton etc and if so what?	
Are there any elements of the workshop you would like us to remove or adapt for your visit?	
Would you like virtual contact from us with the class prior to your visit?	
Would your students like to know who they will meet on their visit?	
Will costume or fancy dress upset any of your students?	
Will scents or smells be an issue for students?	
Are there any known health conditions in your group that may require an ambulance, eg epilepsy. How can I staff best support you in this event?	
Is there anything we have missed asking you?!	

