



## Booking Request Form Guidelines for Schools

These guidelines have been written to help you complete our booking request form. We will only make a booking for your group to visit Slough Fort, if a form has been filled out correctly and emailed to us.

By filling in a form, you will be making a request for a confirmed booking to be made for your school group at the subsidised schools rate. We do not make provisional bookings. If you would like to check availability before completing this form, please email [secretary@sloughfort.org.uk](mailto:secretary@sloughfort.org.uk)

### Time of arrival

Please estimate your arrival time, this will help us prepare for your visit and ensure there is someone on site to welcome your group.

### Number of students

Please have ready the total number of students as well as their ages.

### Number of adults

Please put down the total number of adults you are bringing. We will not be able to make a booking without a sufficient number of accompanying adults. Whilst onsite, school groups are required to be supervised by adults at all times. Please ensure you have the correct number of adults to meet the below requirements.

### Cost

Each adult/teacher is free of charge. The cost for each student will depend on the type of activity chosen by the school.

Bronze and Silver activity: £2

Gold and Platinum activity: £3

### Picnic

You can use any area of Slough Fort for the picnic time.\*

\* picnic will be provided and organised by the school.

## Ratio

A minimum adult to student ratio is required as follows:

- Early Years Foundation Stage = 1:4
- Key Stage 1 (age 4-7) = 1:5
- Key Stage 2, 3 & 4 (age 7-15) = 1:10
- Key Stage 5 and up (age 16+) = 1:15
- SEND groups can determine their own ratios. We deeply regret to inform that we haven't got access for PD students yet but provisions are putting in place for future bookings.

## Activities

The activities will take up to 3 hours. Every activity lasts 15 minutes. You must complete this section on the booking form. There are three options for the activities, 1 hour, 2 hours and 3 hours. Please ensure you have ticked which option you would like on the booking form. Further information about each of these options can be found here.

- **Bronze activity** – (1 hour) Exploring the Tett Turret (pillbox) – Hands on activities\* (using a WW2 siren, Victorian punishment, dressing up as a soldier), Searching for the soldiers, Time 4 picnic. Suitable for KS1
- **Silver activity** – (2 hours) – All above plus Activity trail. Suitable for KS2.
- **Gold activity** – (3 hours) – All above plus Activity trail and Slough Fort Art Attack. Suitable for KS3 and KS4.
- **Platinum activity** – (3 hours) – Volunteering, School Tour and Time 4 picnic.

\* Hands on activities may vary.

## The Slough Fort Activity Trail

Through a variety of challenges and activities the trail will provide facts about Slough Fort and its history. The activities involve History, Geography, Science, Maths and English Literature.

### Submitting your form

We advise that you read our terms and conditions before you send us your completed booking request form. Once a booking is made for you, we will send you a booking confirmation email with invoice and further visit information attached. Please note that when your booking has been confirmed by our team you have until 4 weeks prior to your visit date to make any necessary payments.

For further information, please visit our website [www.sloughfort.org.uk](http://www.sloughfort.org.uk)