



# Schools Session Request Form

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| <b>Contact Details:</b>  |  |
| Name of school or group  |  |
| Address  |  |
| Contact numbers (school landline and mobile of teacher/s on day) |  |
| Email address of main contact                                    |  |

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| <b>About your school or group:</b>                      |  |
| Number of students                                      |  |
| Year group/age of students                              |  |
| Number of adults attending (Teachers, TA's and Parents) |  |

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| <b>About your session:</b>                              |  |
| Preferred date visit (between Mon – Wed during January) |  |
| Preferred time for session                              |  |
| What session would you like to book?                    |  |

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| <b>SEND requirements</b>   |  |
| Is disabled parking required? Size of vehicle, side or rear wheelchair access. |  |

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| <b>SEND requirements</b>   |  |
| 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?  |  |
| Do any students have sensory processing needs or behavior triggers we need to be aware of?         |  |
| Are any students/staff D/deaf or hearing impaired?   |  |
| 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?        |  |



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| <b>SEND requirements</b>  |  |
| Would your students like to know who they will meet on their visit?   |  |
| 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?  |  |

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| <b>Getting here:</b>                   |  |
| Travel arrangements. How are arriving? |  |
| Estimated time of arrival              |  |
| Estimated time of departure            |  |

- [Find out how we use your personal information in our privacy notice](#)