**Cromer Parish Church: Visit Planning**

**School / Organisation name:**

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**Head of School / Organisation:**

……………………………………………………………………………………………………………………………………………………………………………

**School / Organisation address:**

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**School / Organisation phone:**

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**School / Organisation email:**

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**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’)

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**Main purpose of visit:**

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**Proposed date:**

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**Proposed time:**

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**Alternate date:**

……………………………………………………………………………………………………………………………………………………………………………

**Alternate time:**

……………………………………………………………………………………………………………………………………………………………………………

**How many under 18s in the group?**

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**What ages are in the group?** (please indicate all that apply)

 Age 5 (Year R)

 Age 6 (Year 1)

 Age 7 (Year 2)

 Age 8 (Year 3)

 Age 9 (Year 4)

 Age 10 (Year 5)

 Age 11 (Year 6) Age 12 (Year 7)

 Age 13 (Year 8)

 Age 14 (Year 9)

 Age 15 (Year 10)

 Age 16 (Year 11)

 Age 17 (Year 12)

 Age 18 (Year 13)

**Number of adults:**

……………………………………………………………………………………………………………………………………………………………………………

**Will the group need to be split?** (delete as necessary)

No / Yes

**If yes, give details of split:** (please state how many groups, size of groups & how many adults with each group)

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**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:**

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**Any further information that would help us with arranging your visit:**

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**Please email your completed form to Anne Cottingham at: schoolvisits@cromer-church.org.uk**