

# Schools Booking Form



This form should be completed by UK educational groups, including schools, home education groups and nurseries.

All other enquiries about learning activities should be directed to the property you'd like to visit. See our website for our full list of properties: [nts.org.uk/visit/places](https://nts.org.uk/visit/places)

Before you complete this form, please ensure you've read what's on for schools at the property you'd like to visit. This contains all the information about the property and accessibility as well as the sessions they can offer.

**Please ensure all fields are completed and you save the PDF before sending.**

## *School details*

Name of school

Address of school

Postcode of school

Local authority

Main contact name: (This is who we will communicate all booking information with)

Main contact role

Contact number

Email address

Year group(s)

Number of pupils in group

Number of accompanying teachers/adults

## *Visit details*

NTS property:

Date of visit:

Alternative dates  
(If first choice cannot be accommodated)

Preferred arrival time  
(If the session has a set time, add this here)

Preferred departure time:

## *Session details*

Which activity/activities would you like to book?

What curriculum areas and/or learning objectives would you like to focus on?

What is your class's knowledge on this topic already?

## Facilities & access

Do you require a space for lunch? (please tick)

YES

NO

Do you have any pupils that require additional support?

(This should also include additional learning needs. Please provide as many details as you can to ensure that we can adapt our programme to suit your class's needs. Do not include personal details).

## Further information

Is there anything else you'd like us to know about your booking request?

Data Protection Statement:

The National Trust for Scotland, as a data controller, is committed to protecting your personal data. We will process the personal data provided in this Schools Booking Form for the purposes of supporting your school visit. Responses will be confidential, with access restricted to the staff supervising the activity and the NTS Learning Team. For further information about how we handle personal data and your rights under data protection law, please see [nts.org.uk/privacy-data-protection](https://nts.org.uk/privacy-data-protection)

**Please email your completed booking form to the property team.  
We will get back to you in due course to confirm your request.**

**[nts.org.uk/learning](https://nts.org.uk/learning)**