



# Learning to Look

## Schools, Colleges and Teachers' Programme Booking Form

Name of teacher.....

Name of school.....

Class year/s.....Key Stage.....

Phone .....

Email .....

School address.....

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Payment contact (to whom invoice will be sent) .....

firstsite Membership number (if applicable) .....

Preferred date

Alternative date

Please mark choice of visit type

Please state expected arrival and departure time

Self-led visit

Directed visit

Artist-led session

Study session

Masterclass session

No. of pupils

No. of staff

Suggested staff : pupil ratios			
<b>Under 5 years</b>	1 : 5	<b>Age 6 - 11</b>	1 : 10
<b>Age 12 - 16</b>	1 : 15	<b>Age 16 - 18</b>	1 : 20

Any special requirements? .....

Any other relevant information you would like to tell us .....

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Where costs are applicable, an invoice will be sent to above school address / contact in advance of the session. firstsite requires payment in advance to guarantee bookings. Please complete this booking form and post back to **Sue Hogan, Learning Assistant, firstsite, Lewis Gardens, High Street, Colchester, Essex CO1 1JH**. Please note - this is only an enquiry into availability - we will notify you via email if your booking is confirmed.

For further information contact Sue on 01206 713 707 or email [schools@firstsite.uk.net](mailto:schools@firstsite.uk.net)