

Booking Form for Schools and Visiting Groups 2023/2024

Please complete this form and email it to the **Learning Officer, Mr. James Cotter:**
james.cotter@exeter-cathedral.org.uk (01392 345887). Please give three preferred choices for visits. We will always endeavour to honour your first choice.

Our full programme of tours and workshops, including joint visits with our local partners, are available on our website. However please get in touch if you require anything more and we will try our best to accommodate you. <https://www.exeter-cathedral.org.uk/plan-your-visit/educational-visits>

1st Choice Date of Visit:	
2nd Choice Date of Visit:	
3rd Choice Date of Visit:	
*Arrival Time(s):	
*Please let us know if you will need 15 minutes to have use of our bag storage and facilities, or if you will be ready to tour on arrival. Please also consider the Cathedral's current opening times, which are available on our website.	
Departure Time(s):	
Please take into account the distance you are travelling - we do not want you to lose your time slot.	
Contact name:	
Name and Address of School/College:	
Telephone Number:	
Email Address:	
Type of Visit: <i>(Circle, highlight, or check as appropriate)</i> <i>(continues on next page)</i>	<ul style="list-style-type: none"> • Self-led only £2pp • Self-led with teaching resources £2.50pp • Self-led with lunch space £2pp plus one off fee of £30 • Guided half day (2 hours) tour £3pp • Guided full day (4 hours) joint visit with St Nicholas Priory £7pp • Guided full day (4 hours) tour joint visit with Exeter's Historical Guildhall £7pp • Guided full day (4 hours) tour joint visit with Tucker's Hall £7pp • Guided full day (4 hours) with lunch space and workshop £7pp • Full day (4 hours) tour joint visit with RAMM £5pp • Full day (four hours) joint visit with The Customs House self-led at The Customs House, guided at Exeter Cathedral £5pp • Guided full day (four hours) joint visit with The Customs House £7pp • Full day (4 hours) tour joint visit with Exeter Synagogue £5pp • Roof tour only (2 hours) £6pp • Roof tour full day (4 hours) with lunch space and workshop £9pp • Other <i>(please state below):</i>

Tour Theme (see the website for the name of the tour):			
Activity options:			
Use of bag storage and facilities	Y / N		
Cost per pupil:	£	Number of Pupils:	
Year group of pupils:		Number of Adults: (free of charge with school/ college group)	

Name of Group Leader:	
Any Special Needs Requirements:	
Payment: (Circle or highlight as appropriate)	Invoice / Pay on the day
How did you hear about us:	

Please note:

1. Exeter is a working Cathedral and services can take place at very short notice. If your visit will be affected, we will contact you as soon as possible to rearrange your visit. NB. Concert rehearsals often happen.
2. Roof tours are for ages 8 and above and a maximum of 12 pupils at a time, please bear this in mind when booking if you want all your pupils to have the same experience.
3. Invoices will be generated after your visit based on the total number of pupils who attended on the day. The lead teacher will be requested to sign an invoice receipt at the Welcome Desk to confirm this number before our finance team generate an invoice and send it to the email address given above. If you wish the invoice to be sent to a different address, please provide that too. Please note, for all joint tours with our city partners you will only receive one invoice from the Cathedral which covers the complete cost of the trip.
4. Most of our guides are volunteers who give up their free time to provide tours. Guides are booked specifically for pre-arranged tour times and will wait up to 20 minutes for parties who are delayed.

If you anticipate that you will be late, please contact reception on 01392 255573. If you are over 20 minutes late and we have received no message from you, then we cannot guarantee that your tour will take place - we will offer you the option of a self-led visit instead.

It helps if you can prepare your pupils for the visit - especially if you are having a self-led tour. Conduct in the Cathedral is very important in the way you and others use the building.

Remember that the Cathedral is primarily a place of worship. The building itself and the ceremony of the building needs to be respected.

- *On the hour a duty chaplain will say prayer for visitors. Please stand still and quiet for a couple of minutes at this time, so others can pray.*
- *Please no food or drink in the Cathedral unless you have been given special permission from the Learning Officer.*
- *Pupils must walk around with a designated adult.*
- *You are more than welcome to use the Cathedral toilets - please get a code from the Welcome Desk.*

- *If you are using the Pearson storage area you must be accompanied by a member of Cathedral staff and one member of the school/college staff must also accompany any pupils.*
- *The benches in the cloister area can be used and you can also sit on the grass or out on the Cathedral Green. However, this cannot be booked, as they are areas used by members of the public.*
- *Candle lighting must be supervised by an adult.*

If you have any questions, do contact us, we are happy to advise you.

We hope you have a great visit with us.

Data Protection

The information that you provide on this form will be held by Exeter Cathedral to enable us to process your booking. The data will be stored on a secure computer system and used to administer the booking and will be destroyed as soon as it is no longer required.

The details you provide will only be used by Exeter Cathedral. We will never swap, share, or sell your information to a third party. You can ask to be removed from our records at any time by emailing james.cotter@exeter-cathedral.org.uk or by writing to the address above.

Our Privacy Policy gives more detail of how we use and protect your information. You can view it at www.exetercathedral.org.uk/privacy or ask us to provide you with a copy.