 

**SCHOOLS BOOKING FORM**

Please check and complete the details on this form.

To secure your booking, this form **MUST** be signed and returned to Natalie Gandy by **Wednesday 17th January 2018**

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| --- | --- |
| **School name, address, tel no.** | |
| **Preferred date of visit:** | **Number of pupils and age of pupils** |
| **Contact name:** | **Contact e-mail:** |
| **Time of arrival:** | **Lunch space required ?** |
| **Let us know of any SEND or medical needs your pupils may have – this will enable us to best meet the needs of all of the pupils during their visit:** | |
| **Which free workshop(s) does your school wish to attend (please tick the relevant box below):**    Freedom Writers (Year 9+)  Writing in impossible circumstances – Anne Frank – A Life and Legacy (Year 5+)    Crystal’s Vardo - Performance (Year 5+)  *Note: If your school would like to attend the Self-led Exhibition Viewing, please contact Clare Rogers (Learning and Outreach Officer) at The Higgins either via telephone 01234 276335 or email* [*clare.rogers@bedford.gov.uk*](mailto:clare.rogers@bedford.gov.uk)*.* | |
| I understand and accept that pupils are the responsibility of school staff while at The Higgins Bedford as part of an organised school visit for the Holocaust Memorial Day programme | |
| Signed: | Date: |

Please return form to:

Natalie Gandy (Democratic Services Officer) Email: [natalie.gandy@bedford.gov.uk](mailto:natalie.gandy@bedford.gov.uk)

Telephone number: 01234 228256

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