

Booking Form

For office use only

Booking reference number _____

Underground tour: _____

Workshop/trail: _____

Date confirmed: _____

Please return this booking form to the Bookings Officer within two weeks of receipt. Failure to do so may result in the booking slot being reallocated.

Before filling in this booking form, please check your dates are available by phoning the Bookings Officer on 01924 848806. On receiving your booking form we will write to you to confirm your visit. If you need help choosing which activities will suit the needs of your class, please speak to a member of the Education Team on 01924 848806 or email: education@ncm.org.uk

Date of visit (1st choice) _____ (2nd choice) _____

Arrival time _____ Departure time _____

Number of adults _____ Number of students _____

School name and address _____

_____ Postcode _____

Telephone number _____ E-mail address _____

Contact name _____ Role (e.g. Class teacher) _____

If you are a local school and are looking to save money on transport costs, ask about our 'parent drop off' scheme

Organisation type

- Nursery
- Primary school
- Middle school
- Secondary school
- Special school
- College/University
- Other (please specify)

Educational level

- Nursery/Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year 10/11
- Year 12/13
- Post-16

How did you hear about us?

- E-newsletter
- Museum Literature
- Museum website
- Newspaper/magazine advert
- Recommendation
- Repeat visit
- Other (please specify)



Additional Information

We would like to keep in touch with you about Learning news and activities.
Can we add you to our e-newsletter mailing list?

Privacy notices

We process your data in order to administer our school bookings and associated payments. This is necessary because when you book a school visit you are entering into a contract with the National Coal Mining Museum for England. We also use your data to maintain records about school visits for audience analysis purposes and report on our visitor numbers and our lawful basis for this processing is the Trust's legitimate interest in achieving the Museum's main charitable objective, which is to advance the education of the public in the history of mining.

You have the right to object to processing which is the Trust's legitimate interest.

We will keep your booking form for a year after your visit to the Museum, after which point the form will be shredded.

Your booking details will be digitally stored on our booking system for six years.

For financial records, we will securely retain details of your payments for six financial years following your visit.

You have the right to request that any inaccuracies in your data be put right, or your personal data erased.

If you have ticked the box agreeing to join our mailing list, in addition to the above we will send you regular e-newsletters (usually once a term) and occasionally printed flyers with news about upcoming events and activities, which are aimed at school groups.

You have the right to withdraw consent for us to contact you. We will retain a scanned copy of your booking form as a record of your consent to receive e-newsletters and we may contact you from time to time to renew your consent.

You have the right to request a copy of the personal data the Museum holds about you, the right to request that any inaccuracies in your data be put right, the right to object to the processing of your data, and, if you are dissatisfied in any way with the way we have handled your personal information, the right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Enquiries should be directed in the first instance to the Museum's Director of Finance, Planning and Performance at the Museum's address below or by email to info@ncm.org.uk. For further information please visit www.ncm.org.uk/privacy-policy

Individuals with additional needs

Do any members of your group have any additional needs that will require extra help? YES NO

If yes, please give details:

Do any members of your group use a wheelchair?

(include adults and students) YES NO

If yes, number of visitors in wheelchairs

And number of helpers

Learning focus

To help us tailor your experience, please tell us the learning focus for your visit.

Underground Tours

Do you wish to go underground? YES NO

If yes, please select one option only

Meet a Miner Tour Hands-on Tour*

*If you have booked a 'Hands-on Tour' please ensure that you have filled in the Learning Focus section on the form so that we can tailor your underground experience accordingly.

Workshops and trails

Please indicate your choice of Workshop or Science Explorer Trail.

Please note that some activities are only available on certain days and some workshops are restricted by capacity.

Would you like to book a lunch space? YES NO

Would you like to book the education activities Room?

The charge for this is £40 for a full day. YES NO

Make the most of your school trip.

Visit www.ncm.org.uk/learning for mining factsheets, the Museum's image bank and for information about borrowing one of our Loans Boxes containing artefacts from the Museum's handling collection

Please send this form to: **Learning Team, National Coal Mining Museum for England, Caphouse Colliery, New Rd, Overton, Wakefield, West Yorkshire, WF4 4RH**

Telephone: **01924 848806**

Fax: **01924 844567**

Email: **education@ncm.org.uk**

Preliminary visits

We recommend that all group leaders make a preliminary visit. If you would like help planning your visit please contact the Learning Team on education@ncm.org.uk

Cancellation of bookings

We accept that some cancellations of school bookings take place. Please give us as much notice as possible if you do need to cancel. If a booked workshop is cancelled with less than five working days' notice, the full amount will be payable. This is to cover staff costs only, and does not apply to self-facilitated activities.

