

Headstone Manor & Museum
Pinner View
Middlesex
HA2 6PX
020 8396 4120
Education@headstonemanor.org
www.headstonemanor.org

Schools Service Booking Confirmation Form – Self Guided

This is confirmation of your booking.
Please read our terms and conditions carefully.

Name of School	
Contact name	
Full address	
Telephone Number	
Email address	
Year group	
Confirmed Date	
Time	
Number of classes	
Lunch Space Needed	
Self Guided visit	
Self Guided trails (print at school)	
Any additional needs (learning and physical)	
Shop visit	
Transport Method	
Percentage of free school meals (estimate per class)	
Percentage of BAME pupils (estimate per class)	

*NOTES

TERMS & CONDITIONS

- This form is your confirmation; date changes may not be possible so please contact us immediately if there are any issues.
- Please inform us if any of your staff or pupils cannot manage stairs or have access needs we can support with.
- In cold weather please make sure all children (and adults!) wrap up warmly and have robust footwear.

Lunches

- Our museum has limited rubbish disposal – please re pack lunch rubbish in the children's lunch boxes for disposal at home.
- Picnics. We advise that you picnic with your class next to the Granary building. The Island does not have railings surrounding the moat. Vehicles make occasionally enter the site to access the rear of the barn, using the back gate. We advise you to encourage the children to stay on the grassy area at the back and side of the Granary.

Behaviour

- Group leaders are reminded that they are responsible for the group's behaviour (children and adults) and any damage caused by lack of supervision. We reserve the right to ask a group to leave if their behaviour is not up to reasonable expectations.

Please don't hesitate to contact us if you have any questions!