

# Visit Booking Guidance Notes



War Memorials Trust

These Guidance Notes should be read alongside the [Terms and Conditions](#) for a visit from War Memorials Trust and used to help you complete a [Visit Booking Form](#). By booking a visit to your school or youth group, you agree to be bound by the [Terms and Conditions](#).

To book a visit to your school or youth group, you should complete the [Visit Booking Form](#). You can email or post this to the Trust. These Visit Booking Guidance Notes will assist you in completing the [Visit Booking Form](#) so that the visit from War Memorials Trust can be tailored to your requirements. These Visit Booking Guidance Notes may appear very detailed but they are designed to ensure we have all the necessary information to plan the visit to meet your individual needs and not have to engage in detailed discussion making the planning process more efficient and quicker for you. Please read these Visit Booking Guidance Notes alongside the [Visit Booking Form](#) to ensure you are filling it in correctly and with all the required information.

If you have a query that is not covered in these notes, you would like to discuss a visit further or find out more please contact the Learning Officer on [learning@warmemorials.org](mailto:learning@warmemorials.org) or telephone either 020 7834 0200, 07410 441 397 or 0300 123 0764. All emails sent to [learning@warmemorials.org](mailto:learning@warmemorials.org) should receive an automated response. If you do not receive this, it is unlikely we have received your email.

Any information provided to War Memorials Trust will be used to process your visit booking and any enquiries. It may also be used to send you updates about our work. We will never sell your information and we promise to keep your details safe and secure. You have the right to stop us contacting you at any time. Email [info@warmemorials.org](mailto:info@warmemorials.org) or call 020 7834 0200. For further information read our full Privacy policy at [www.learnaboutwarmemorials.org/privacy-policy](http://www.learnaboutwarmemorials.org/privacy-policy).

## How to fill in the [Visit Booking Form](#)

The [Visit Booking Form](#) is available electronically as a digital form. When completing the form you will need to enter the data into the fields, some of which are restricted to certain lengths or formatting. As you type data into the grey boxes they will expand to fit your text. Questions with given options need to be selected from a drop down menu by clicking on the arrow to the right of the answer. Boxes will need to be checked to indicate an answer; this will place an X in the box as a check mark.

You must answer all the questions, only writing 'not applicable' if the question is not relevant to your visit.

If you have any problems using the form please contact the Learning Officer using the contact details above.

## 1. Booking contact

We need to know about you as the person who is booking the visit. We need the correct contact details so we can discuss the visit with you and confirm the date and time of your visit. Tell us

- 1.1. who is booking the visit
- 1.2. what their role is within the school or youth group
- 1.3. the name of the school or youth group the booking is for
- 1.4. the address of the school or place where the youth group meets
- 1.5. the best contact telephone number to reach the booking contact on
- 1.6. the best email address to send further communication to

## 2. Who is participating in the visit and when will the visit take place?

We need to know the age and number of young people who are going to be involved in the visit alongside your preferred date and length of the visit.

- 2.1. Tell us the year group(s) and age of the young people taking part so that the Learning Officer can plan sessions which are suitable and age appropriate for the participants. The visit can involve a number of sessions being done with different year group classes.
- 2.2. Tell us the number of young people who will be participating. If you are able to indicate the number in each class or group this will help with the timetable of the visit, planning suitable activities and providing sufficient copies of resources.
- 2.3. When selecting the date of the visit, please supply a variety of dates in case we cannot accommodate your first choice. Bookings can be made up to twelve months in advance but may be subject to staffing changes. Visits are offered throughout the year subject to our availability on standard working days. Preferred days are Tuesday, Wednesday and Thursday although visit requests for a Monday or Friday will be considered. Evening and weekend visits can be arranged for youth groups that meet at those times. We advise early booking, especially for visits in November.
- 2.4. Select the length of the visit from the drop down menu. The Trust will usually expect the visit to involve a minimum of two hours teaching time as we look to make the time spent travelling reasonable.

## 3. What do you want to cover during the visit?

During a visit from War Memorials Trust's Learning Officer a variety of subjects can be covered through a number of different approaches. Topics, methods and timings are flexible and will be tailored to your requirements. It is important that this section of the [Visit Booking Form](#) is completed in detail to support the planning of activities prior to the visit.

- 3.1. Please indicate the session(s) you would like to be carried out as part of the visit. You should look at the examples of some of the activities, content and length below to help. **These can be merged, adapted and tailored to your topic or local area as requested.**
  - 3.1.1. Assemblies/talks to larger groups of pupils – up to 30 minutes
    - Remembrance Day
    - World War I centenary
    - What war memorials are and why they are important
    - Current threats to war memorials and looking after them

### 3.1.2. Classroom based lessons – 60 minutes

- What is Remembrance Day?
- What are war memorials?
- The importance of war memorials and caring for them
- Researching the names on a war memorial
- War memorial designs
- Assessing the condition of a local war memorial (ideally should include a visit to the memorial)
- World War I centenary
- World War II and memorials

### 3.1.3. A visit to a local war memorial

A visit to a memorial can help pupils apply knowledge gained in other sessions or help prepare for activities such as researching names and recording the memorial's condition.

It is your responsibility to make the necessary arrangements for the visit such as transport and adult supervisors. There are guidelines available on the numbers of adults needed for different age groups. We recommend you consider the site being visited, the general behaviour of the group and any special educational needs and whether these factors require a higher level of supervision. Our staff and volunteers should not be counted as supervising adults when arranging a visit to a public place.

Please see our website, [www.learnaboutwarmemorials.org](http://www.learnaboutwarmemorials.org) to gain a greater understanding of what can be included within each of these sessions.

- 3.2. You should indicate the time of the requested visit and include assembly, break and lunch details relevant to the visit.
- 3.3. If applicable, indicate the topic being studied at the time of the visit. This helps to put the visit in context when planning as well as aiding the tailoring of the sessions and activities to your requirements.
- 3.4. If applicable, identify where or how the visit fits into the topic.
- 3.5. It is helpful to know the level of understanding the young people will have of war memorials at the time of the visit to ensure the activities are pitched appropriately.
- 3.6. We do our best to ensure that our learning sessions are inclusive. Please indicate if any participants have significant special education needs that may affect their ability to participate in the chosen session(s). We will try to take account of these needs but cannot guarantee to provide alternative resources or activities for young people who cannot access the session. If you wish to discuss any significant special educational needs in the group in further detail, please indicate this on the [Visit Booking Form](#) and the Learning Officer will get in touch.
- 3.7. Please consider if the subject of war memorials may be potentially sensitive for individuals e.g. recent death of a close relation or friend, parent or other close relation in the services especially if they are due to be away on active service at the time of the visit.

#### **4. Can you provide us with?**

War Memorials Trust will normally bring all the resources required for the sessions and activities being carried out on a visit. You should select yes or no from the drop down menu to indicate if you are able to provide us with the following items.

- 4.1. a projector and screen for presentations which support the sessions
- 4.2. a computer with an internet connection which may be required to show websites linked to the conservation of war memorials and the session(s) being taught.

#### **5. Charges and payment for visit**

As outlined in the [Terms and Conditions](#) we ask schools and youth groups to make a donation to cover the costs of visits. These costs include travel and, where necessary, accommodation expenses. Suggested donations are (correct as at June 2017):

- £50 for a half day visit (with a minimum of two hours teaching time)
- £100 for a whole day visit

Please complete this section in light of the information in the [Terms and Conditions](#) contacting the Learning Officer to discuss this if you need further information or have any difficulties.

- 5.1. Indicate if you are able to make a donation to cover the costs of the visit by selecting yes or no from the drop down menu.
- 5.2. It would help the Trust if you could indicate the amount you are able to donate.
- 5.3. If you require an invoice, please select yes from the drop down menu to allow one to be created and sent out prior to the visit.
- 5.4. Select yes or N/A from the drop down menu to indicate if the suggested donations cause any difficulty and you would like to discuss this further.

#### **6. Additional information**

- 6.1. If there is information which we have not asked for but you think would be useful for us to know when booking a visit, you should include it here.

#### **7. How did you find out about the visits offered by War Memorials Trust Learning Programme or what prompted you to book?**

To help with promoting the Learning Programme in the future it useful for the Trust to know how you came to hear about the Learning Programme and the visits it offers. You should check the box to indicate your answer. If you wish to add further details please expand under Other.

#### **8. Sending the [Visit Booking Form](#)**

Once you have completed the booking form you should return it to the Learning Officer:

[learning@warmemorials.org](mailto:learning@warmemorials.org)

or post to:  
War Memorials Trust  
14 Buckingham Palace Road  
London, SW1W 0QP

## 9. WMT response to [Visit Booking Form](#)

- 9.1. If you have sent the booking form by email, you will receive an automated response to let you know the form has been received. You should receive a further response from the Learning Officer within 5 working days although this may be longer at particularly busy times.
- 9.2. When a date and time for the visit has been finalised you will receive:
  - 9.2.1. an email from us confirming the date and time of the visit. At this point your booking is confirmed.
  - 9.2.2. a copy of the [Visit Booking Form](#) from us. It will contain all of the information you provided and we should have completed the WMT response to [Visit Booking Form](#) with the outline and timetable of the visit. We ask that you check this carefully and alert us to any missing information or errors to ensure the visit meets your requirements.
  - 9.2.3. an invoice if you have requested one.
- 9.3. We may contact you again, particularly if your booking is made well in advance of the visit, to ensure the content of the session and activities planned still meet your requirements, or to ask you to supply further information. Please respond to such contact promptly as this will help us ensure a high quality learning experience for the young people involved.
- 9.4. If you find out after booking a visit that your school will be undergoing an inspection by OFSTED, Education Scotland, Estyn, ETI or any other inspectorate of schools on the day we are due to visit you, please contact us as soon as possible to notify us of this. We can continue with a planned visit during an inspection unless you ask us not to, in which case the [Terms and Conditions](#) clause 6 will apply.