

BOOKING FORM FOR SCHOOL WORKSHOPS

Please complete all sections of the booking form and return it to:

**Education Services, National Archives of Scotland, General Register House,
2 Princes Street, Edinburgh EH1 3YY.**

or fax it to the Education Officer on **0131 535 1363**.

1. Contact details

Name	
School	
Address	
Postcode	
Tel. no.	
* Email	

* You will receive confirmation of your booking by email within 5 working days.

2. Select the workshop you would like to attend.

Workshop Topic	Level

3. Select the date you would like to attend a workshop. Please list three dates according to your first, second and third preferences.

1 st Preference	2 nd Preference	3 rd Preference

4. Class information

Class	No. of pupils	Name of teacher	No. of accompanying adults

5. **Accessibility requirements**

Please provide as much information on accessibility requirements as possible **in advance** of your visit so that arrangements can be made where necessary. Please continue on an additional sheet of paper if necessary.

--

6. **Packed lunch area**

I require the packed lunch area between 12:00 – 13:00 after the workshop.

YES NO

7. **Photography**

During your workshop, photographers may be present to record parts of your visit for the National Archives of Scotland. Please ensure that the photography consent form, available on our website, is completed by your Head Teacher and delivered to the NAS.

8. **Publicity**

Please tell us how you heard about the National Archives of Scotland workshops?

Local Authority	LTS	SAfS website	Other Website*	Word of mouth	Other*

* please specify

Other.....

Please do not forget to sign the declaration below.

9. **Declaration**

I agree that the details above are complete and correct.	
Signed:	Date:

For Official Use

	Date issued	By email	By post
Booking confirmation			
Risk Assessment information			