**Colchester Zoo Educational Visit Booking Form for Teachers in Training Session**

Please fill in this form and return it to the education department via email at [education@colchesterzoo.org](mailto:education@colchesterzoo.org)

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| Section One - Your Details | |
| Your name (first and last name): | Click here to enter text. |
| Institute Name: | Click here to enter text. |
| Town: | Click here to enter text. |
| County: | Click here to enter text. |
| Postcode: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Mobile: | Click here to enter text. |
| Email: | Click here to enter text. |

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| Section Two – Your Group’s Details | |
| Total Number of Students: | Click here to enter text. |
| Number of Staff\*: | Click here to enter text. |
| Visit Date (dd/mm/yy): | Click here to enter text. |
| Estimated Arrival Time: | Click here to enter text. |
| Estimated Departure Time: | Click here to enter text. |
| Course Name and Year of Study: | Click here to enter text. |

\*1 free adult supervisory place is provided for every 10 paying students. Additional staff are £10.99/£11.99 each.

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| Section Three – Session Details |
| The ‘Teachers in Training’ session if available with different versions: one designed for future **EYFS and Primary teachers,** one designed for future **Secondary teachers,** or a **combination** of the two.  Please state the age you would like to focus on for the session, as well as any other relevant details to let us tailor the content to your student’s year level and course:  Click here to enter text. |

The session is approximately 50 minutes long.

The cost per student (including entry to the zoo) to attend is £7.50 Aug-May or £8.25 for Jun-Jul.

Please note that this session has a suggested maximum of 40 students to allow more interactivity with objects/activities as well as more time for Q&A. Unless previously arranged, large groups will be split into smaller groups to attend the sessions

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| Section Four – Payment Method | |
| Preferred payment method (on the day or via invoice after your visit\*): | Click here to enter text. |
| Purchase order number (if required): | Click here to enter text. |
| Finance department email (required for invoice only): | Click here to enter text. |

\*Please note there is a £10 admin fee for invoicing

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| Section Five - GDPR Agreement |
| This form collects your and your school’s information in order to create a school booking for your visit. See our privacy policy ([www.colchester-zoo.com/privacy-policy](http://www.colchester-zoo.com/privacy-policy)) for more details of how we store and protect this data.  **I consent** to allowing Colchester Zoo to collect this information via this form:  Click on box to check and confirm consent:  Date: Click here to enter text. |
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After your booking form has been received and processed by our education department within two-three days you will be sent a confirmation email to the email address you provided confirming your estimated costs and the time(s) for your education session.