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| **COLCHESTER ZOO** | **TEACHER’S FAMILIARISATION VISIT REQUEST FORM** |

Teachers who have **already booked a school visit** to Colchester Zoo may obtain two complimentary familiarisation tickets by completing and returning this form. Please note these tickets are to enable you to prepare in advance prior to your school. The familiarisation tickets cannot be counted as free adult tickets for your school visit.

**These tickets are only available to teachers** (they cannot be used by friends or family).

A maximum of two complementary tickets will be issued per booking.

In order to claim these tickets, this completed form must be returned to Colchester Zoo at **least 10 days** before your planned familiarisation visit.

Email completed forms to: [education@colchesterzoo.org](mailto:education@colchesterzoo.org)

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| **After you have submitted this form, you will be sent an authorisation form.**  **To claim these tickets at entrance you will be required to show this form and proof of teacher status.** A letter on school letterhead is acceptable proof. |

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| TEACHER COMPLETION | |
| Name of teacher(s): | Click here to enter text. |
| Name of school: | Click here to enter text. |
| Town of school: | Click here to enter text. |
| School post code: | Click here to enter text. |
| Contact email address\*: | Click here to enter text. |
| Date of school party visit: | Click here to enter text. |
| Date of familiarisation visit: | Click here to enter text. |
| Number of requested tickets: | **1** OR **2** Click on box to check. |
| TEACHER COMPLETION GDPR Agreement | |
| This form collects your and your school’s information in order to properly link this request with your school booking. 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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| ZOO OFFICE USE ONLY |
| Familiarisation tickets have been authorised and approved: |
| Date:  Signed: |
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