**Colchester Zoo SEND School Pre-Purchased Tickets**

Please fill in this form and return it to the education department via email at 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 Ticket Details |
| Total Number of Primary aged tickets (R-yr6) @ £7.00: | Click here to enter text. |
| Total Number of Secondary aged tickets (yr7-11)@ £7.00: | Click here to enter text. |
| Total Number of Post 16 aged tickets@ £8.99: | Click here to enter text. |

\*Minimum purchase 30 ticket

Adult carers are admitted free of charge at a 1:1 ratio for any pupils with physical or emotional disabilities, are the subjects of SEND statements or EHCPs, or can provide other evidence of specific needs.

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| Do any of your students require higher than 1:1 ratio of care?  If so, please state the number of students requiring this: | Click here to enter text. |

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| Section Three – Payment Method |
| Preferred payment method (invoice or card over the phone\*): | Click here to enter text. |
| Purchase order number (if required): | Click here to enter text. |
| Phone number (required for payment over the phone): | Click here to enter text. |
| Finance department email (required for invoice): | Click here to enter text. |

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

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| Section Four - 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 payment processed,

 your tickets will be issued and posted to your school.

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| On the day of your visit, you will need to bring your ‘SEND School Ticket’ confirmation letter (which will be sent to you via post with your tickets) and show this with the ticket(s) to gain entry – this letter will need to be shown every time you use your ticket(s).The lead staff member on the school trip will also need to show school/teacher ID on the day of your trip. |

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| OFFICE USE ONLY |
| Total number of tickets issued: |  |
| Total cost: |  |
| Ticket Issue Date: |  |
| Galaxy Reference Number: |  |

**Ticket Terms and Conditions:**

* Each open dated SEND school tickets provide entry to Colchester Zoo for one student (with a free accompanying carer as detailed above)
* SEND school tickets are only available for use by DofE registered special schools.
* Tickets can only be used for the age specified on them.
* Tickets are valid for one year from the date of purchase.
* Tickets can only be used by your named school for organised visits (not by individual students’ families)
* Payments for open dated SEND school tickets are non-refundable.
* Tickets cannot be replaced if lost.
* Valid, individual tickets must be shown on the day of your visit to gain to enter Colchester Zoo.
* All admission for Colchester Zoo is non-refundable once it has been used (regardless of time spent in the zoo).