Schools Booking Form

Folkestone Museum offers a variety of educational workshops for schools in and around the local community. The workshops work in correspondence with the National Curriculum and the themes of the museum*.*

|  |  |
| --- | --- |
| yOur details |  |
| Date of Visit |  |
| Alternative Visit Date |  |
| School/College/Group |  |
| Address |  |
| Postcode |  |
| Telephone No. |  |
| School Email Address |  |
| Teacher/Leader of the group |  |
| Teacher/leader’s mobile no.\* | (This will only be used on the day of the visit in an emergency) |
| Teacher/Leader’s Email Address |  |

\*Please refer to the General Privacy Notice attached below.

|  |  |  |
| --- | --- | --- |
| yOur group’s details | |  |
| Schools/Colleges | Group Nos. | Age |
| (KS1) Reception |  |  |
| (KS1) Year One |  |  |
| (KS1) Year Two |  |  |
| (KS2) Year Three |  |  |
| (KS2) Year Four |  |  |
| (KS2) Year Five |  |  |
| (KS2) Year Six |  |  |
| (KS3) Year Seven |  |  |
| (KS3) Year Eight |  |  |
| (KS3) Year Nine |  |  |
| (KS4) Year Ten |  |  |
| (KS4) Year Eleven |  |  |
| Sixth Form/Post-16 |  |  |
|  |  |  |
| Accompanying Adults |  |  |

|  |  |
| --- | --- |
| yOur vISIT |  |
| Title and time of activity |  |
| Arrival Time |  |
| Departure Time |  |

**RESOURCES**

Contact Folkestone Museum.

**FOLKESTONE MUSEUM**

How did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the relevant subject to your visit:

|  |  |  |
| --- | --- | --- |
| Ancient | MARITIME | FASHIONABLE FOLKESTONE |
| roman | SMUGGLERS | VICTORIAN |
| Anglo-saxon | SEASIDE |  |

|  |  |  |
| --- | --- | --- |
| FRONTLINE | NATURAL HISTORY | Local History |
| WORLD WAR 1 | FOSSILS | FOLKESTONE HISTORY |
| WORLD WAR 2 | NATURAL HISTORY | OTHER \* |

\*Please specify below:

USEFUL GUIDELINES

The following guidelines will help you plan your event. If you require further information, please contact the Museum.

**LUNCH FACILITIES**

The Education space can be used for eating a packed lunch, however, we ask that you take any rubbish back with you.

PUBLIC OPENING TIMES

The usual public opening times of the Museum are Monday to Saturday 10.00h -16.00h. The office hours for staff are 09.00h – 17.00h Monday to Friday.

EDUCATION SPACE DETAILS

* The space is 70m sq. with a seated capacity of approx. 30 people.
* Located on the lower ground floor with street level access through the rear entrance, or via the ground floor by lift.
* Kitchen with running water, tea and coffee making facilities (provided by the hirer).

**COACH DROP OFF AND PARKING**

The nearest coach drop off to the museum is at the end of Guildhall Street.

The nearest Pay and Display carpark is Shellons Street, CT20 1BP, which is behind the town hall. The carpark has 64 spaces, 2 disabled spaces with a maximum stay of 3 hours. There is also an electric car charging point.

Tariff

30 minutes - £0.60 ⎮ 1 hour - £1.20 ⎮ 3 hours - £3.60

CANCELLATION POLICY

If the hirer wishes to cancel the event, we require 1-2 weeks’ notice prior to the planned activity.

FOLKESTONE MUSEUMS’ AIMS AND OBJECTIVES

As an innovative local history museum, we aim to be a vibrant location that attracts wide audiences, allowing them to participate in local heritage and culture. We hope to:

1. Encourage education and learning
2. Promote research and exploration into local history
3. Empower visitors and locals of all walks of life and backgrounds to participate in Folkestone’s heritage and story
4. Inspire conversation, debate, and critical thinking
5. Nurture relationships and foster connections within the wider community
6. Protect and value the art, artefact, and archives in our collection

Folkestone Museum exists to ensure local heritage is at the *HEART* of the community. Through education and engagement, we hope to encourage the appreciation of shared heritage and history. We are committed to preserving and telling Folkestone’s story through our collections and exhibitions, with an aim to be accessible and welcoming to all.

We ask that there is a minimum ratio of 1 adult per 15 students for supervisory purposes.

We ask that supervisors of primary age children remain with their students at all time and for secondary age children we ask that adult supervisors remain in the same building as their students.

We ask that you do not eat or drink in the exhibition areas.

We regret that failure to comply with these requirements may result in the group being asked to leave the museum.

## **Signature and Agreement**

I confirm that I have read and understood the guidelines attached.

I confirm that I have read and signed the General Privacy Notice (attached as a supplement).

Please complete this form and return it to Folkestone Museum.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature |  |  |  |  |  |  | Date |  |

Details of Preliminary visit

|  |  |
| --- | --- |
| Date of Preliminary visit: |  |
| No. of staff attending: |  |
| Signature of the Teacher/Leader: |  |
| Name of School/Group: |  |

Please complete this form and return it to the Heritage Officers. Your application will then be assessed.

### **Contact:**

Folkestone Museum Tel: 01303 257946

Town Hall Email: museum@folkestone-tc.gov.uk

1-2 Guildhall Street

Folkestone

CT20 1DY

**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Folkestone Town Council under the terms of the**

**General Data Protection Regulations and Freedom of Information Act 2000**

Your privacy is important to Folkestone Town Council, but we need to collect and use information included on this form to allow us to carry out our functions.  Data is a valuable asset, and without adequate levels of protection, confidentiality, integrity and availability of information, we will not be able to fulfil these obligations whilst maintaining the confidence of service users.

When you make a request to hire facilities, or hold/attend events within the Town Hall, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored on our database so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to the agreement.   Your personal information will not be shared with any third party without your prior consent.

**The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act)

Processing is with consent of the data subject or Processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

**Information Security**

Folkestone Town Council makes sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.   We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Your Rights**

**Access to Information -** You have the right to request access to the information we have on you.

**Information Correction -** If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

**Information Deletion -** If you wish Council to delete the information about you, please contact the DPO.

**Right to Object -** If you believe that your data is not being processed for the purpose it has been collected for, you may object to the DPO.

**Rights Related to Automated Decision Making and Profiling -** Council does not use automated decision making or profiling of personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision.  We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Folkestone Town Council’s Data Information Officer: [jennifer.childs@folkestone-tc.gov.uk](mailto:jennifer.childs@folkestone-tc.gov.uk) Tel: 01303 257946 and the Information Commissioners Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

The information provided on this form will be held on a database and used to provide information to officers and members of the Town Council.

I agree that I have read and understand Folkestone Town Councils - Privacy Notice. I agree by signing this form that the Council may process my personal information for providing information and corresponding with me.

We would like to communicate with you about other council services and activities, to do so we need your consent.

**Please select as applicable**

Yes                     No