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| CONTACT INFORMATION |
| Organisation  |  |
| Address  |  |
| Contact name |  |
| Phone number |  |
| Email |  |

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|  | DATES AND TIMES OF VISIT |
| ESOL festive/winter/Christmas workshopA relaxed session (1.5-2 hours) with a short presentation, some vocab introduction, and a simple craft to do and take home; tea/coffee/squash and biscuits will be provided.These sessions take place in our Clore Learning Centre, Mezzanine Level, Visitor Centre. |
| Dates🡪 Tutors, Please mark 1st, 2nd, and 3rd choices of dates you can do.  | Morning session: 10:30am-12:30pm | Afternoon session: 1-3pm |
| **Nov 30**  | **Nov 30**  |
|  **Dec 7**  | **Dec 7**  |
| **Dec 9**  | **Dec 9**  |
| **Dec 10**  | **Dec 10**  |
| **Dec 14**  | **Dec 14**  |
|  **Dec 16** | **Dec 16** |
| **Dec 17** | **Dec 17** |

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|  DATES AND TIMES OF ACTIVITY/WORKSHOP |
| No. of groups |  | **Total no. of learners** |  |
| No. of tutors |  | **Learning Level/s** |  |
| Is there anything we can do to support learners with specific learning or access requirements? If so, please specify (e.g. use of lift, wheelchair, etc).  |

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| FURTHER INFORMATION |
| How will you be travelling on the day? |  |
| How did you hear about us? |  |
| Reason for booking |  |
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| Photo Consent – please read & initial | **By booking this session I give consent to the possible taking of photographs by the Old Royal Naval College during the session. These photos may show the faces of the students, and the Old Royal Naval College has permission to use these pictures unless otherwise specified below. Please indicate any individuals whose faces should not be shown, and feel free to speak with us in advance or on the day about concerns around photography. Names will never be used; photos could be used for internal (e.g. trustee) reports, social media, or on our website.** **Tutor initials: \_\_\_\_\_\_\_\_\_\_\_\_** |

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| FOR STAFF USE ONLY |
| Locations required | **Clore** |
| Booking made | Yes & date confirmed:  | No & reason: |
| Notes:  |