

## Teacher Pre-visit Request Form

We welcome teachers carrying out pre-visits and risk assessments ahead of their school visits. We allow 1 teacher free of charge per class. To organise your pre-visit please fill out the form below, and return to the education department by email to [education@butterflyhouse.co.uk](mailto:education@butterflyhouse.co.uk)

Once we have received the form, we will authorise it, and email back, please allow **5 working days** for this process. Simply bring the form with you to gain free entry to the park along with your photo ID. *Please note that you will not be admitted into the centre without the authorised form and photo ID. Please note that normal admission prices will apply to accompanying friends and relatives.*

Pre-visits are not available on bank holidays, or Tropical Butterfly House event weeks.

### Section One

NAME OF TEACHER (1 PER GROUP PERMITTED FREE OF CHARGE):

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NAME OF SCHOOL:

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SCHOOL ADDRESS:

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POSTCODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF TEACHER PRE-VISIT: \_\_\_\_\_

Would you like to speak to a member of staff within the education team on the day of your pre-visit? (please tick)

Yes		AM		PM		No	
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DATE OF YOUR EDUCATIONAL VISIT: \_\_\_\_\_

### Section Two – For TBH Use Only

Please admit the above named teacher on the date indicated above.

Signed..... Date .....

Time slot for the meeting with education team \_\_\_\_\_

*This will take place in the activity centre.*