

BOOKING FORM FOR SCHOOLS

I wish to book a workshop in General Register House.

I wish to book a web conference session or sessions.

Please complete all sections of the form to confirm your booking and return it to:

**Education Services, National Records of Scotland, General Register House,
2 Princes Street, Edinburgh EH1 3YY.**

Email: education@nas.gov.uk or Fax it to the Education Officer on **0131 535 1363**.

1. Contact details

| | | | |
|----------|--|----------|--|
| Name | | | |
| School | | | |
| Address | | | |
| Postcode | | Tel. no. | |
| * Email | | | |

* You will receive NRS confirmation of your booking by email within 5 working days.

2. Class information

| Class | No. of pupils | Name of teacher | FOR WORKSHOPS No. of accompanying adults |
|-------|---------------|-----------------|--|
| | | | |

3. **Confirm the title** you have booked provisionally.

| Topic | Level |
|-------|-------|
| | |

4. **Confirm the date(s) and time(s)** you have booked provisionally.

| WORKSHOP | | WEB CONFERENCE | | | | | | | |
|----------|------|----------------|------|-----------|------|-----------|------|-----------|------|
| | | Test Session | | Session 1 | | Session 2 | | Session 3 | |
| DATE | TIME | DATE | TIME | DATE | TIME | DATE | TIME | DATE | TIME |
| | | | | | | | | | |

5. **Background information**

Please provide as much information as possible to enable us to adapt our approach to address your requirements.

| | | |
|--|-----------|--------------|
| What are your proposed objectives in covering this topic? | | |
| | | |
| What stage will you be at when working with NRS? | | |
| Introduction to topic | Mid topic | End of topic |
| | | |
| What are your proposed outcomes as a result of working with NRS? | | |
| | | |
| What follow-up plans do you have, if any? | | |
| | | |

6. **WORKSHOPS - Accessibility requirements**

Please provide as much information on accessibility requirements as possible **in advance** of your visit so that arrangements can be made where necessary. Please continue on an additional sheet of paper if necessary.

7. **WORKSHOPS - Packed lunch area**

I require the packed lunch area between 12.00 - 13.00pm.

YES

NO

8. **WORKSHOPS - Photography**

During your workshop, a photographer may be present to record parts of your visit to the National Records of Scotland. Please complete and submit the photographic consent form as required.

Please do not forget to sign the declaration below.

9. **Declaration**

I agree that the details above are complete and correct.

Signed:

Date:

Photographic Permission

Please read the following notes before asking the Head teacher to sign the attached form.

From time to time, as part of our education programme for schools, the National Records of Scotland (NRS) would like to take photographs and film footage of pupils involved in activities at our workshops.

The photographs may be used to support press media coverage following the event or activity in question. They may be stored and used within NRS publications to illustrate the work that we do with young people. They may also be used for the same purposes with general audiences, through exhibition work or in presentations intended to explain to general audiences what we do and give examples of recent work we have been involved with. Finally, they may also be used on our education website, www.scottisharchivesforschools.org for the same purposes.

The images will be used by our education staff for general illustrative purposes only, and will not seek to identify specific individuals. Children's names will not be used, but the name of the school or other institution may be given. It is our policy only to take photographs of pupils for whom the school has obtained full parental consent and given us advance permission.

If you would like to discuss any concerns you may have about how images of the pupils may be used or stored, please contact us.

Please circle one of the following declarations to say whether or not photographs or film footage of your pupils may be taken during your workshop.

- A) I confirm that I have the authority to permit photography and film footage, acting on behalf of parents and children, and I hereby declare on behalf of the school and of the parents, that photography as described in the accompanying notes is acceptable to the school and to the parents of the children involved. Parental consent has been given for all pupils and I give permission for photographs / film footage to be taken of our ____ * class.
- B) I confirm that I have the authority to permit photography and film footage, acting on behalf of parents and children, and I hereby declare on behalf of the school and of the parents, that photography as described in the accompanying notes is acceptable to the school and to the parents of the children involved. Parental consent has been given for our ____ * class, with the exception of the following students who are to be excluded from any photographs or film footage taken:

- C) Parental consent has not been given. No photographs may be taken of our ____ * class. * Please give class identifier

Signed: _____

Print name: _____ Position: _____

Date: _____ School: _____

Address: _____

Email: _____