**Oxford Physics**

**‘Speakers in Schools’ booking form**

|  |  |  |
| --- | --- | --- |
| School details | Name |  |
| Address |  |
| Post code |  |
| Contact teacher  | Name |  |
| Role  |  |
| Email |  |
| Telephone number |  |
| Talk details | Talk title (or topic) |  |
| Speaker (if applicable) |  |
| Audience details | Year group(s) |  |
| Selection e.g. whole year group, G&T, after school activity etc.  |  |
| Audience number |  |
| How interactive does the session need to be? |  |
| Request | 1st choice: Date |  |
| 1st choice: Time period including time for question |  |
| 2nd choice: Date |  |
| 2nd choice: Time period including time for question |  |
| 3rd choice: Date |  |
| 3rd choice: Time period including time for question |  |
| Room set-up | Is there access to the room before the activity? |  |
| Projector & screen (y/n) |  |
| Laptop / computer (y/n) |  |
| Travel | Parking (y/n) |  |
| Nearest/most convenient train station from Oxford |  |
| Distance/time from station and/or availability of taxi |  |
| Suggested time before activity to arrive at school (with approx. 20min set-up) |  |
| Refreshments | Will refreshments be made available for the speaker? (if applicable) |  |

**Safeguarding guidelines**

* Speakers should be made aware of the schools’ visitor policies for safeguarding, first aid and emergency evacuations.
* All speakers should be accompanied by a member of staff and should not be alone with pupils/children.
* Not all of our speakers have undertaken a DBS check.
* If a speaker find they are alone with pupils/children they should report to a member of staff or reception.

**Cost to schools**

* Please note that Oxford Physics does not charge for activities in schools. However schools that are a considerable distance from the University may be asked to contribute toward travel and/or accommodation costs.