



Request for School/College visit

Please complete return this form by email to slo@kings.cam.ac.uk or by post to Admissions & Schools Liaison Officer, King's College, Cambridge CB2 1ST.

Part I: School information

Name of school/college: _____

Address of school/college: _____ Postcode: _____

Type of school (state, independent etc): _____

Number of students in sixth form: _____

Anything you would like to say about the school/college (continue on a separate sheet if necessary – feel free to leave blank if you want to):

Have you worked with King's for school visits before? _____ (Yes/No)

Date (even rough) of previous visit if known: _____

Contact name: _____

Contact role: _____

Contact email address : _____

Contact phone number or school reception number: _____
(we rarely phone people as email works better, but just in case)

Please sign below to confirm that you have not asked any other Cambridge College for a school visit to work with this group this year.

Signature: _____

Date: _____

B) King's visits to Schools:

1) Approximately how many Year 10/11/12/13 students from your school / college do you expect to attend?

_____ (we can work with as many students as you like)

2) Which year will attend? _____

2) Would you be prepared to invite at least two other local schools to bring students to the talk if requested?

_____ (Yes/No)

3) Are you able to provide facilities for delivering a PowerPoint presentation (no sound required)?

_____ (Yes/No)

Given the need to coordinate a large number of visits it is not always possible to stick to this exactly, but we will take your answers to the following two questions into account. In both cases please give as many options as possible – you can state which are your preferences if you wish:

4) When would you like the visit to take place? (Specific dates, months etc)

5) What are the possible start times for a 1.5 hour Year 12 session / a 1 hour Year 10/11 session to fit in with your timetable?

Nearest train station: _____

Approximate distance from station to school (either as a distance or how long it takes to walk):

If your school is more than a half hour walk from the station:

Phone number of local taxi firm: _____ (needed even if there is a taxi rank at the station)

Bus numbers running between station and school (if known): _____

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**Kristy is normally able to respond within two weeks (often much faster).
Due to the admissions round, all forms received between 15 September and 31 December will be processed in January.**