

Application for School Party Travel tickets

This application form should only be used if you don't have access to an online account. We'll let you know by email when your application has been logged onto our system. We're not responsible for any application forms that are delayed or lost in the post. If you are unable to apply online you need to:

- complete all sections of the application form on page 3
- Email it to schoolparty@tfl.gov.uk or
- post the form to School Party Travel team, 14 Pier Walk, London, SE10 0ES

If you've posted your application to us, email us at schoolparty@tfl.gov.uk after three days to check if we've received your application.

You need to complete an application for each trip being made. We can't accept photocopies of the same application form but with certain details erased and amended, such as the date or party size.

Your request for free tickets must be received by the team **at least 21 days before you make your trip**. We cannot make any additions or amendments to School Party applications once the 21 day deadline has passed so please send your postal applications as early as possible.

For applications that are received in time, we will do all that we can to meet your request but this may not always be possible. Where your trip involves use of National Rail services, you must state the time of the train(s) you wish to use and the name of the train operator.

How to complete the Application for School Party Travel tickets Please write in Block capitals and use blue or black ink.

Section A - School details

1. **Name of school:** enter the name of your school.
2. **Address:** enter your school address and the borough that your school is in.
3. **Postcode:** enter your school postcode.
4. **School administrator details:** Provide full details of the school administrator who, in case of a query about the application, will be contacted by TfL.
5. **Trip organiser's name:** enter the trip organiser's name.

Section B – Place being visited & Area of study

6. **Name of place:** enter the name of the place to be visited.
7. **Address of place:** enter the full address of the place to be visited
8. **Type of place:** tick the relevant box. Tick the Occasional venue box if the event is taking place for a limited time (for instance, at a town hall, community centre, high street, shopping centre etc)
9. **Area of study:** tick the relevant box:
Arts craft, dance, drama, films, media studies, music, visual arts, etc

Science biology, chemistry, engineering, geology, mathematics, physics, etc
Humanities architecture, geography, heritage, history, religious studies, social studies, etc
Environmental Ecology, nature study, natural history, recycling, etc
Sports Swimming, athletics, football, cricket, etc
10. Relevance of visit in supporting the National Curriculum: provide a brief explanation of the relevance of the visit to the education of the children and specified area of study.

Section C – Journey details

11. Date of travel: enter the date of the trip (dd/mm/yyyy).

12. Ticket type: tick Single for one way journey or Return for two way journey.

13. Outward (from school) journey start time:

Transport: From and To:

Enter the outward journey start time, which must not be earlier than the following times:

Buses and tram - 0930

Tube, DLR & National Rail - 0950 where journey starts in Zones 1 & 2
- 0930 where journey starts in Zones 3 - 9.

Enter the type of transport being used: bus, Tube, tram, Docklands Light Railway (DLR), London Overground, TfL Rail or National Rail.

In the case of bus routes, specify individual bus journeys on separate lines.

enter route Number(s) to be used - if more than 3 bus routes are available, state 'Any route'. Enter details of where you are boarding and alighting.

14. Return (homeward)

Journey start time:

Number(s), From and To:

Enter the Return journey start time. The final leg of the journey **must** start no later than 1630 hours.

Enter details if the Return journey is different to the Outward journey.

No exceptions can be made to the above Outward and Return times.

Section D – Group size

15. Enter the total number of children and adults making the trip. TfL will allocate the ticket(s) in accordance with the guidelines as outlined above.

16. Special requirements: if you need a higher ratio of adults to children for special needs reasons, please tick this box and we will contact the school administrator to discuss your requirements.

Section E – Authorising signature

17. Before sending to TfL, the application form must be signed and dated by the school administrator. By making an application you are confirming that you agree to the terms and conditions of the scheme. The full T&Cs are available at <https://schoolparty.tfl.gov.uk>

Application for School Party Travel ticket(s)

Please read and refer to the notes on pages 1 & 2 on how to complete this form.

Section A - School details

School name:	School administrator details:
School address:	Full name:
	Tel:
	Email:
Postcode:	Trip organisers name:
Borough:	
Section B – Place being visited & Area of study (mark <input type="checkbox"/> where appropriate)	
Name of place visiting:	
Address of place:	
Type of place visiting:	
Animal Parks/Zoos <input type="checkbox"/>	Cinemas/Concert Halls/Theatres <input type="checkbox"/>
Artist's studios/Arts Centres/Design studios/ Film studios/Galleries/Museums /Print works <input type="checkbox"/>	Building of architectural/environmental interest <input type="checkbox"/>
Sites of archaeological/ environmental/religious interest <input type="checkbox"/>	City Farms/Commons/Heaths/Parks <input type="checkbox"/>
Area of Cultural interest (e.g. China Town) <input type="checkbox"/>	Occasional venue <input type="checkbox"/>

9. Area of study: Arts Environmental Humanities Science Sports

10. Relevance of visit in supporting National Curriculum:

Section C – Journey details (mark where appropriate)

11. Date of travel (dd/mm/yyyy)

12. Ticket type: Single Return

13. Outward journey:

Start time	Mode of Transport eg bus, Tube, etc (including train company name)	Bus Route numbers	Start station/stop	End Station/stop

14. Return journey:

Start time	Mode of Transport , eg bus, Tube, etc (including train company name)	Bus Route numbers	Start station/stop	End Station/stop

Section D – Group size (mark where appropriate)

15. Total number of children (under 18): _____

15: Total number of adults: _____

16. Special Requirements

Section E – Authorising signature – this confirms acceptance of the T&Cs of the scheme.

17. Signature (school administrator): _____

Date: _____