



Application for free School Party Travel ticket(s)

Wherever possible, you should apply online at tfl.gov.uk/schoolparty for your School Party Travel ticket(s). It has tips on completion, is quicker when applying and also reduces the chance of error by validating some of the entries as you input them. We will also let you know by email when your application is received.

If you are unable to apply online, please:

- complete all sections of the application form on page 3
- post the form to School Party administration team, 55 Broadway, London SW1H 0BD

or

- fax it to 020 3054 5276

If you have posted your application to us, please call us on 0845 330 9876* after 36 hours so that we can confirm that your application has been received. If you have faxed your application to us, please call us on 0845 330 9876* after 24 hours so that we can confirm that your application has been received.

An application form must be completed for each separate school trip being made. Photocopies of the same application form but with certain details erased and amended, such as the date or party size, will not be accepted.

Your order for free ticket(s) must be received by the School Party administration 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. You should therefore submit your fax/postal application(s) at the earliest possible opportunity.

If the required notice is not given, TfL will be unable to process your application.

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 so that we can check with the Train Operating Company that they can accommodate your school party on the train(s). If they cannot, they will try to offer an alternative service. Transport for London and the Train Operating Companies do have the right to reject applications.

*For BT residential customers, calls to the Oyster helpline will cost no more than 3.5p per minute (current at May 2010). The price of non-BT phone lines may be different. Open 0800 – 2000 daily except public holidays.



How to complete the Application for free School Party Travel ticket(s) form

Section A - School details



1. **Name of school:** enter the name of your school
2. **Address:** enter your school address – this is the address to which the tickets will be sent.
3. **Postcode:** enter your school postcode.
4. **School administrator details:** provide full details of the school administrator who, in case of a query, 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 (if known) of the place to be visited or indication of its location.
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 |
10. **Relevance of visit in supporting 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:** 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.
- Transport:** enter the type of transport being used: bus, Tube, tram, Docklands Light Railway (DLR), London Overground or National Rail. In the case of bus routes, specify individual bus journeys on separate lines.
- Bus route No(s):** enter route No(s) to be used - if more than 3 bus routes available, state 'Any route'.
- From and To:** enter details of where you are boarding and alighting.
14. **Return (homeward) journey start time:** enter the Return journey start time. The final leg of the journey **must** start no later than 1630 hours. No exceptions can be made to the above Outward and Return times.
- Transport, Bus route No(s), From and To:** enter details if the Return journey is different to the Outward journey.

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 in the scope document supplied
16. **Special requirements:** if you need to exercise greater control over the number of children or adults per ticket, 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.

Application for free School Party Travel ticket(s)

Please read and refer to the notes on page 2 on how to complete this form.

Section A - School details

- | | |
|--|---|
| <p>1. School name _____</p> <p>2. Address: _____

 _____</p> <p>3. Postcode: _____</p> | <p>4. School administrator details:
 Title: _____ First name: _____
 Surname/Family name: _____
 Tel: _____ Ext: _____
 Fax: _____
 email: _____</p> <p>5. Trip organiser's name: _____</p> |
|--|---|

Section B – Place being visited & Area of study (mark where appropriate)

6. Name of place: _____
7. Address of place: _____
8. Type of place
- | | | | |
|---|--------------------------|--|--------------------------|
| Animal Parks/Zoos | <input type="checkbox"/> | Artist's studios/Arts Centres/Design studios/
Film studios/Galleries/Museums /Print works | <input type="checkbox"/> |
| Cinemas/Concert Halls/Theatres | <input type="checkbox"/> | Sites of archaeological/ environmental/religious
interest | <input type="checkbox"/> |
| Area of Cultural interest (e.g. China Town) | <input type="checkbox"/> | Building of architectural/environmental interest | <input type="checkbox"/> |
| City Farms/Commons/Heaths/Parks | <input type="checkbox"/> | Occasional venue | <input type="checkbox"/> |
9. Area of study: Arts Environmental Humanities Science
10. Relevance of visit in supporting National Curriculum: _____

Section C – Journey details (mark where appropriate)

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

d	d	m	m	2	0	y	y
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12. Ticket type: **Single** **Return**

Note: If your journey includes travel on National Rail, the time of the train you wish to use **must** be entered under 'Start time' in all cases for your outward and/or return journey and the name of the train operator.

13. Outward journey:

Start time*	Transport	Bus route No(s)	From	To

* National Rail train operator name (where applicable): _____

14. Return journey:

Start time*	Transport	Bus route No(s)	From	To

* National Rail train operator name (where applicable): _____

Section D – Group size (mark where appropriate)

15. **Total number of children (under 18)** **Total number of adults**
16. **Special Requirements**

Section E – Authorising signature

17. Signature (school administrator): _____ Date: _____