**Pre-school Speaker Request Form**

Thank you for your interest in a Classroom Speaker with RNCI.

Please complete both pages of this form and return by email or post to the address at the foot of the page.

Pre-school Teacher’s Name:

E-mail:

Tel:

Date *(of completing form)*:

Pre-school Name & Address:

Permission given by Head Teacher – YES/NO

Local Authority:

Please advise what days of the week would be best for your visit *(we usually require at least 3 weeks notice):*

*NB: the talk should last between 20-50 minutes, depending on the age of the children.*

Pre-school Class:

Age:

No. of Pupils:

|  |
| --- |
| Pre-school Times: |

Are there any specific project & learning outcomes would you like the pupils to experience and/or learn during the visit?:

Any additional information:

RNCI work closely with Royal Highland Education Trust (RHET). Please see: [www.rhet.org.uk](http://www.rhet.org.uk) for further information and details of other RNCI/RHET events.

**Photo Permission Form**

We at RNCI/RHET kindly seek your permission to use your school name and/or photographs for future publicity.

Please note that you should check and comply with your local authority guidelines for

photographic consent before signing.

RNCI/RHET staff and official photographers may take photographs during your event with RNCI/RHET.

Photographers will have RNCI/RHET certified name and / or press badges.

Photographs are an integral part of any charity publicity, giving body to a story about RNCI and RHET’s work and enable us to encourage more schools and teachers to become involved in taking the classroom to the countryside.

**Please tick where photos of your school/class has permission to be used:**

* **Press** Photos may be sent to press accompanying news stories. Such press may be external local, national and specialist publications as well as RNCI/RHET & RHASS publications for internal and external use.
* **Television & Radio** On occasion, reporters from TV & radio programmes have been known to come along to an event where it is considered newsworthy. This is usually local news e.g. BBC Alba & ITV Borders; however at previous events RNCI/RHET has featured on The One Show and Landward.
* **RNCI/RHET Newsletters** Issued to schools, RNCI/RHET host-farms and RNCI/RHET supporters to document the Trust’s activities and events.
* **Promotional Materials** These include official RNCI/RHET leaflets, banners, pop-ups and posters. Some may be used by RNCI/RHET sponsors for similar publicity materials.
* **Websites** This includes the RNCI website [www.rnci.co.uk](http://www.rnci.co.uk) and RHET website [www.rhet.org.uk](http://www.rhet.org.uk) and associated websites such as those of our partners/funders.
* **RNCI/RHET Social Media** Find RNCI and RHET on Facebook and follow [@TheRHET](https://twitter.com/#!/TheRHET) on Twitter. Pictures may be used to convey what RNCI/RHET have recently been undertaking and achieving.

***NB: RNCI/RHET will refrain from using images in our publications that we do not have permission for.***

***We cannot, however, be held responsible for images posted by other users***

School Name & Class: …………………..…………………….................................................................

Local Authority: ....……………………………………..……………………...........................................

Teacher Name: ....……………………………………..……………………...........................................

Teacher Email: ....……………………………………..……………………...........................................

Signature: .....……………………………………..…………Date: ..........................................

***RNCI USE***

*Event & Date: ...................................……………………………………..……………………..................................*