

## School Visit Request Form

Please complete this form and e-mail to: [lsaenquiries@southendairport.com](mailto:lsaenquiries@southendairport.com)

Please note that applications will only be processed during the review window between 1st September and 31st December. Any requests made outside of this time will not be considered. Due to the number of requests we receive there can be no guarantee that all requests will be granted. Should you be successful in your request you will be notified within 4 weeks of the closing date for applications.

Due to operational demand our school visits only run annually from February through to the end of March, and we do not operate them during weekends or evenings.

Whilst we try to arrange visits for requested dates, school visits are arranged to fit around airport operations. Each visit consists of a maximum of 30 pupils and lasts for a maximum of 2 hours.

**Please note: we do not offer any airside visits, or grant access to the aeroplanes – we can only arrange access to the landside areas, i.e. Check In, Landside Departures, Landside Arrivals Hall, and the railway station.**

**Please Complete in Full:**

	School Name	
	School Address	
	Primary School, Secondary School, or College	
Contact Details	Name of Contact	
	Telephone Number	
	Email Address	
	Year Group	
	Number of Attendees	
	Proposed Date	

**Please write a brief summary of why you would like to visit Southend Airport, and what you would like to gain from the visit:**

Your Request

**FOR OFFICE USE ONLY**

Request received by	
Date	
Request logged and filed	
Request successful (Yes / No)	
School notified (include date)	
Notes	