**EDUCATIONAL VISIT BOOKING FORM**

**MASJID E SALAAM , PRESTON**

Please read all the guidance notes first and then complete all sections of the form in BLOCK CAPITALS. Post the original form to MASJID E SALAAM at the address given on website.

|  |  |
| --- | --- |
| **NAME & ADDRESS OF EDUCATIONAL ESTABLISHMENT** | **GROUP LEADER** |
| Name : | Name : |
| Address : | Position : |
|  | Daytime Tel : |
| Town : | Fax : |
| County : | Email : |
| Postcode : | Mobile Tel (for emergency) : |
| Country (if not UK) : |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VISIT INFORMATION** | | | | **EDUCATIONAL LEVEL** | | | | **SUBJECT AREAS** | | | |
| Visit Date |  |  |  |  | | | | Please indicate what your visit aims to cover in preparation on-site and follow up work | | | |
| Alternative  Dates |  |  |  | Foundation |  |  |  |
|  |  |  | Key stage 1 (5-7 yrs) |  |  |  |
|  |  |  | Key Stage 2 (8-11 yrs) |  |  |  | Religion |  |  |  |
| Pupil/Student Numbers : | | | | Key Stage 3 (12-14) |  |  |  | History |  |  |  |
| Adult Numbers : | | | | Key Stage 4 (15-16 yrs) |  |  |  | Art |  |  |  |
| Start Time :  Finish Time : | | | | 16-18 yrs |  |  |  | Heritage / Tourism |  |  |  |
| Further Education |  |  |  | Other (please specify) |  |  |  |
|  | | | | Higher Education |  |  |  |  | | | |
| Adult / Cont. Education |  |  |  |
| Other (please specify) |  |  |  |
|  | | | | | | | | | | | |
| I accept the Masjid e Salaam's conditions set out in the admission policy :  SIGNATURE OF GROUP LEADER : ………………………………….. DATE : ……………….. | | | | | | | | | | | |

**ADMISSIONS POLICY**

Visits to Masjid e Salaam must be booked in advance. 30 days notice is preferable.

The teacher or leader in charge of the group must complete and sign the form. We cannot accept forms completed by coach or tour operators, guides or other third parties offering their services.

We may ask you to supply proof of status and of the educational work that you will be doing on site.

All visitors must comply with the dress code and etiquette for visiting the Masjid e Salaam.

**How to make a booking**

Please complete all sections of the form in BLOCK CAPITALS. You may photocopy the form if you are making more than one booking.

Please photocopy the form and retain for reference with these guidelines. Post the completed form at least 30 days before you wish to visit. Alternatively, you may email the form to the addresses given below.

We recommend that you enquire about available times and dates before sending in your form. We can tell you whether the date and time you want is free at the time of your call, but please note that a fully completed form must be sent before any booking can be confirmed. Please contact one of the Imam’s to check availability.

It is extremely important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed please contact Masjid e Salaam immediately. In case of emergency it is possible that

the Mosque may have to close at short notice for public safety.

**Additional Information**

For details information on opening hours, location, access and facilities please contact us or visit our web-site at www.masjidesalaam.org.uk If you have specific needs for members of your group please check this when making your booking. The mosque has parking space for cars and coaches should you wish to use these.

**RISK ASSESSMENTS AND HEALTH AND SAFETY**

Please remember that you are responsible for doing your own risk assessment. If you make a preparatory visit you will be advised of any important points to look out for. Please do not ask any of our representatives to check or sign any sections of your risk assessment form as they do not have any responsibility to do so.

Group leaders must take responsibility for their group and supervise their pupils or students during the visit.

Teachers must ensure that they are closely supervised at all times while on site. As part of risk assessment, group leaders should check with their Local Education Authority or employer about their own insurance and health and safety requirements.

**Where to send the Booking Form :**

Masjid e Salaam

49 Watling Street Road

Fulwood, Preston

Lancashire

PR2 8EA

Or email to [admin@masjidesalaam.org.uk](mailto:admin@masjidesalaam.org.uk)

**Dress Code and Etiquette for visiting the**

**Masjid e Salaam , Preston**

*Modesty, cleanliness and purity are the basic tenets on which one’s appearance are based for presenting oneself before Allah. Based on these the following aspects need to be kept in mind while visiting the Masjid e Salaam, be it for prayer or for simple observation or for lessons.*

Many schools & organisations have shown a keen interest in visiting Masjid e Salaam, Preston in order to learn about Islam & Muslims.

Preston Muslim Society greatly appreciates the interest shown in Islam by members of the community. All visitors to the Mosque are requested to preserve the sanctity of the Holy place by adhering to the following guidelines:

1. All footwear should be removed before entering the Masjid
2. Shorts that expose above the knees are not allowed for males.
3. All females are advised to cover their hair and to dress modestly in loose clothing with their legs fully covered
4. Head scarves and long traditional dresses will be available at the entrance for ladies and caps for males
5. Men are also requested not to shake hands with the female volunteers at the Masjiid and ladies likewise with male volunteers
6. Please observe silence at all times. Talking loudly, clapping, shouting etc. are not permitted in the Masjid

I hope all visiting parties will try their best to act in accordance with the above-mentioned guidelines.

May I take this opportunity to wish you a very pleasant and memorable visit to our Mosque.

Thank you,

*.*