

Information for Teachers **booking a Learning Visit**



***All you need to know when booking a visit to
Ripon Museums with your class.***

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Thank you for booking a visit to Ripon Museums – we are looking forward to meeting your students and sharing our museums with them!

We recommend that all lead teachers visit the sites for a pre-visit** before the day of your class visit - We hope the following information will cover any questions you have about your visit.

*****If you cannot make a pre visit please read this document carefully and please do contact the museum if you have any questions.***

Key Personnel and their contact information:

Katy O'Malley, Temporary Learning Officer katy.omalley@riponmuseums.co.uk

Tel – Main WH Office (01765) 690799: Direct line for learning – (01765) 538874

Before you Visit

On making an initial enquiry you can expect us to respond with a general outline for a visit, prospective dates we are available and cost per pupil. We will email you a booking form, risk assessment and other useful information to help in planning your visit.

Please return the booking form as soon as you can - until we receive the completed booking form, we will not confirm your date.

Timetable:

After receiving the completed booking form we will send out a provisional timetable for the day- please read and let us know you are happy with the schedule. In the week before your visit, we will send out a final version – this will list all the staff and volunteers involved in your visit.

Risk Assessments:

You should have received our risk assessment forms listing all potential hazards on all 3 museum sites, please do read this information –you must complete your own risk assessment for your visit and for the route between sites. Our risk assessment is a 'catch all' document so some sections may not be required for your visit.

Communication:

In the week before you visit a member of the office staff will make a final call/ email to check all arrangements are as expected.

Day of the Visit

Communication:

Please make sure you provide a mobile phone number for a member of staff on the visit.

Approximately 30 minutes before you are due to arrive we will make contact with the mobile phone number we hold for the day to check arrival time is as expected. If you realise earlier that you will be late – PLEASE CALL US IMMEDIATELY – it will help us to have forewarning if we need to adjust the timings and let all staff and volunteers know!

If you are travelling from outside Ripon please call as you enter the city outskirts to give us a 10-minute arrival lead time. For example: as you pass the Racecourse on the Boroughbridge Road, as you pass

Morrisons Supermarket on the Harrogate Road and as you turn off the A1 at Junction 50 (Melmerby) please do let us know by calling the Main WH Office number above or the Duty manager mobile: **(07376) 595632**

Arrival and timings:

On arrival at Ripon Coach Park (**situated on Victoria Grove, Postcode HG4 1LX**) a member of the learning team will meet you and introduce the basics of the day.

We will accompany your group(s) to the first museum for the visit and between museums (if visiting more than one) – using our pre- arranged road crossing routes to ensure the safety of the students. Teachers are responsible for the safety of all students on route to the museum and between museums, if visiting more than one.

On arriving at each museum the staff on site will introduce themselves and give a general introduction to the building including historic information and basic health and safety information including: trip hazards, required behaviour e.g. no running on site, uneven stairs and what to do in the event of a fire – this is all covered in the Risk Assessment document.

Behaviour:

During the day and throughout all sessions, teaching staff are responsible for the behaviour of students, please ensure all your staff/ helpers are aware of their responsibility. Learning Team volunteers, in role, will set the expectations for behaviour. In character they may reprimand students who they feel are disrupting the session. Please reassure your students that these character roles are part of the experience (e.g. strict school master or mistress, Matrons rules of the Workhouse).

Special needs:

Please inform us of any SEN children which we need to be aware of, we are able to accommodate a variety of learning needs.

Any Children requiring 1-2-1 support should have an extra member of staff with them as well as the standard number of teachers with the group.

Group Structure:

You must provide enough helpers to support fully supervised groups and a floating teacher to assist with problems/ toilet trips/ administering medicine etc. at all sites.

- a school supervisor should always be with group.
- the students must not go anywhere alone.
- The museum volunteers only help children take part in timetabled activities, not take to loo, help dress etc. a member of the learning staff will be on hand to direct school staff to the right places
- The museum volunteer must not be left in sole charge of a group of children.

Clothing:

- Children (and teachers!) can be dressed in period costume as part of the day – however it is important that every child has a coat with them.
- Some activities will take place outdoors (weather permitting) and travel between sites – so warm clothing when required and sensible footwear for a short walk should be worn.

Lunch:

- If you are staying for a full day we can provide a lunch space for children to eat their packed lunches. Please group the students lunches into larger bags for each group leader to collect
- we will use the Woodshed building situated separately from the main museum and the conference room for an overflow lunch space.
- We suggest providing antibacterial wipes for hands; there are toilets near each room for pupils to visit during the lunch break.
- Please place all rubbish in the bins provided – we are moving towards separate recycling bins these will be clearly marked if available. Please leave the lunch space as found.
- During Lunch we will allow time in the schedule for loo breaks by group
- If you require the shop we will take the students in groups of 6-8 during the lunch break – we suggest £3 per child to be able to get a couple of souvenirs. Time is limited so we suggest pupils are pre warned they have to choose quickly! We can also provide goodie bags from £3 per person – please ask for details if you would like to take this option up.

Photography:

You may take photos at any time around all museums and during sessions.

Workhouse Activity Sessions:

Please note that during the visit we endeavour to provide a taste of what the workhouse would be like, what life was like for Victorians and the difference between Rich and Poor, using character role play;

- **Introduction by Matron** – can be very firm and strict towards the children sets out behaviour ground rules and provides health and safety advice.
- **Guardians Role Play** (Upper KS2-KS5) – dressing up and acting the part of Guardians and Paupers, crib cards given and can be provided before the visit to teaching staff.
- **The School Room** (All KS levels) – the school teacher will be strict and provide a taste of 'old style' teaching and punishments in the class room. Tasks can include, chalk and slate writing, quill and ink, timetables, singing and learning about punishments.
- **Bread baking** – weighing mixing and making bread rolls – we can cook them in our electric oven for you to take away if requested
- **Rag rugging** – students can take a sample of their work home. This session can be run as a girls only session as part of our segregation workshops or a mixed session.
- **Laundry** session is outdoors in the yard – most of year, if the weather is suitable – coats required
- **Chores** – please note we can use, boot polish, Brasso or furniture polish as part of this session – protective gloves are provided for every child participating. Proper ventilation is arranged to ensure fumes escape.
- **Planting/ Garden** – we run a planting session for boys only as part of our segregation theme space inside and outside. Plants will be labelled and named and can be taken away. We will visit the garden as part of this session to give students a taste of bird scaring.

- **Toys** – looking at traditional toys (KS1 only)
- **Games** – KS1 only, this session will focus on ‘playground’ games and involve the whole group, we have singing games e.g. ‘The Farmers in His Den’, ‘Oranges and Lemons’ or ‘In and Out the Dusty Bluebells’. We play a sit-down game of hunt the thimble and an action game of skittles with basic equipment - logs and potatoes.
- **Physical Education** – can be part of the school experience or a separate session – we run a ‘Matron Says’ type of activity.
- **Self-led option** - we can provide the students with a quiz or trail to follow if you would like a self-led option to the visit.

General Facilities: three sets of toilets, two in Main Block, one in Reception. Shop available during lunchtime, please indicate on the booking form if you would like to purchase items.

P&P activity Sessions:

At the Prison and Police Museum we split the groups into 2 our standard experience contains 2 sessions of 30 minutes plus 5-10 minutes introduction:

- **Self-Led Punishment trail** – takes place upstairs in the cells and covers Corporal Punishment, custodial punishment, transportation and hard labour as well as finishing by looking at mug shots and the development of fingerprinting. Self-led but usually facilitated with a museum volunteer.
- **Sinkler Brothers Role Play** – this session engages all children with the stories of 2 local and infamous criminals from the 1840 – onwards, this includes, poaching, early policing and Transportation stories

Additional sessions or activities can be included:

- **Victorian CSI** – enquiry lead experience for (upper KS2 and higher)
- **Finger Printing** – students use the traditional ink and roller to produce their own fingerprint sheet.
- **Enquiry– led option** – we can provide a trail as an alternative for students to follow around the museum and we can add 15 minutes at the end of the session to look at the exhibition spaces and policing collection – includes a photo opportunity of the police bike.

Facilities: There are two toilets on site for use by the group. The Prison and Police Shop can be visited by prearrangement at the end of the morning or afternoon session

Courthouse Activities Sessions

The courthouse experience covers the layout of the building and courtroom, the roles of court officials and a re-enactment of a trial.

- On arrival students will have a brief introduction and health and safety talk outside the building.
- All students can leave bags and coats in a designated area of the courtroom during the session.
- The session Leader will introduce the Courtroom – e.g. well, dock and witness stand and key words to do with the court cases.
- The leader will introduce the trial story and allocate characters – We have 3 main trials and they are suitable for KS2 and higher – Lower KS2 (yrs. 3 and 4) will do ‘The Stolen Loaf of Bread’ Upper KS2 (yrs. 5-6) will do ‘The stolen Horse and Cart’ and KS3- Adult groups can do ‘The Stolen Tools of the Trade’
- All the key players will dress in costume and be provided a script for the play, the courthouse leaders will help with ‘stage directions’ to show where players should sit/ stand and be during the court case.

- Those not in costume are the jury and have to follow the case to them make a decision about the verdict. If the group is large enough we will have court reporters – their ‘articles’ can be taken home.
- We can provide the script of the play prior to the visit – however we would appreciate not showing the script to the students, this is just for your information to help select readers in advance.

Facilities: There are no toilets at the Courthouse – however there are public toilets situated across the green in front of the building – we are not responsible for the cleanliness of these facilities.

After your visit

Payment

Cancellations: we may charge a cancellation fee if you have to cancel your visit – what this means is if you need to change your booking please let us know as soon as possible – postponing the visit is not subject to a cancellation fee if we can re-book within 2 months. Please talk to the learning department about this as soon as possible.

After your visit to the museums we will email an invoice for the day. We will invoice you for the number of students who attended. Our payment terms are within 30 days. Remittance slips to be sent, by email, to sophie.harrison@riponmusuems.co.uk please notify us when and how the payment will be made, many thanks.

Payment by Bank Transfer

Where possible please use the bank transfer system to pay – all details are on the invoice.

Payment by Cheques

Cheques should be made out to ‘**Ripon Museum Trust**’ and posted to:

Sophie Harrison, Administration Officer Ripon Museum Trust, 75 Allhallowgate, Ripon HG4 1LE

Evaluation form

We strive to ensure we provide the best quality visit for every school, in order to quality control our learning experience we will send a short evaluation survey after the visit, this will be emailed with a link to an online survey at Sogosurvey.com – we are extremely grateful to all staff who can complete and return the evaluation within 2 weeks of the visit.

Rebooking

Please send any requests for rebooking to Katy.omalley@riponmusuems.co.uk

Thank you for visiting Ripon Museums, see you again soon!