

## **Getting the best out of your school visit to Blakesley Hall Museum**

### **Logistics**

- Please consult your confirmation for arrival and departure times. Please contact us if you would like to discuss these times.
- A half day session at Blakesley Hall means that your class will be taking part in an on-site teaching session during either the morning or the afternoon.
- A full day session means that your class will spend the whole day on-site. They will see Blakesley Hall in one half of the day and spend time in our Classroom during the other half. If there are two classes, they will swap over after lunch.
- Your visit will be co-ordinated either by the Schools Liaison Teacher (SLT) or the Learning Support Officer (LSO).
- Blakesley Hall is signposted from the main road. Coaches can park on the car park or drive to let children disembark. Please read the Risk Assessment closely to ensure the safety of your group while embarking and disembarking.
- Facilities are available for your group to eat their own packed lunches. Our tearoom is open for teachers to buy from Tuesday – Friday between Easter and October, but not on Mondays or the rest of the year. If your visit is in our closed season, adults need to bring their own lunch and any hot drinks they may require.
- The shop on site is available throughout the year. You will need to schedule an extra 15 minutes per class if you wish to use the shop. If it would be easier, we are able to make up goody bags for children to the value of £1 with a pencil and rubber in. Please inform staff before you come if you require us to do this for your class.

### **To ensure the smooth operation of the visit**

- Download the Risk Assessment from our website. Consider any children with special needs when reading the risk assessment. Pre-visits are available.
- In the winter it is important that your group dresses warmly and wears sensible shoes. This includes adults. Stiletto heels can damage floors inside the Hall.
- You are responsible for maintaining class discipline, with the support of the on-site SLT or LSO.
- Please note that drinks and chewing gum are not allowed in Blakesley Hall.
- Hand washing and toilet facilities for schools to use are available in the Classroom area in the Barn.
- If you would like to incorporate time for a snack, then please feel free to bring a snack with you. You will need to build in an extra 15 minutes for this and discuss it with the SLT or the LSO before you come.

- We are a popular museum and are open to the public between Easter and October. Please talk to the children beforehand and emphasise the standard of behaviour expected of them in a public space.

### **To facilitate learning**

- Please discuss with us before-hand if any of your pupils have any special educational needs to enable us to make appropriate provision if possible.
- Please discuss the visit with all your adult helpers beforehand. Taking the time to explain to accompanying adults what is expected of them will help the children get even more out of the visit. Please ask adult helpers to:
  - show an interest in the teaching session to encourage children to listen,
  - to refrain from interrupting the teaching session in the Hall unless necessary
  - turn mobile phones to silent mode (we understand if people need to take calls, but the ring tones can be very distracting!)
  - remain with the group and help make sure that children are safe at all times

### **Using the Classroom**

- You are responsible for supervising the activities in the Classroom. If you have not used the classroom here before we advise that you look on the website for information about our activities beforehand. Downloadable resources and information about the classroom sessions can be found at [www.schoolsliaison.org.uk/2004/blakesley/index.htm](http://www.schoolsliaison.org.uk/2004/blakesley/index.htm)
- Activities include quill pen writing (this activity must be supervised by an adult); brass rubbing (children may need help setting this up); artefact activities (using replica artefacts); garden activities; outside of the house activities; maths activities.
- Please bring some A4 plain paper with you to use for the activities. We can provide some paper for schools to use but, in this event, we ask you to keep an eye on how much paper you allow the children to limit wastage and consider the environment.
- If you decide to take children out in groups to look at the herb garden, please stay on the gravel paths. Walking across the soil means that our plants can't grow as well. We ask that only adults pick herbs to pass around and allow children to smell.
- In the unlikely event of any of the resources we provide are broken or missing when you arrive, or if they get damaged while you are here, then please help us maintain classroom resources by informing a member of staff.
- Please make sure that the room is left as it was found to facilitate use by other classes.

**We hope you enjoy your visit. Please ring us on (0121) 464 0364 or (0121) 464 2336 if you have any questions.**