

Education

at Norwich Cathedral

Guided visit programmes and workshops
for schools and community groups

KS3

KS4

KS5

SEN

Contents

Welcome	1
Norwich Cathedral	2
Challenging RE in action at the Cathedral	3
How to book your visit	4
Useful things to know before you book	5
Condensed general interest programmes	6
The Cathedral then and now	6
Visit programmes linked to areas of study for RE with other cross-curricular links	7
Worship and belief unpacked	7
Investigating Jesus	8
Monasticism	9
The Bible unpacked	10
Something to die for	11
Mysteries of faith	12
Got an issue?	13
Workshop add-ons	14
In school options	15
Risk assessment advice	16
Guidelines for visiting schools / groups	18
INSET for teachers and trainees / NQTs	19

Welcome



Welcome to our programme of guided visit options for KS 3, 4 and 5.

The Schools & Family Learning Department seeks to deliver a professional service to all schools, parishes, community groups and families. We aim to make your Cathedral visit educational, inspirational, memorable and fun!

Following fourteen years of teaching in primary and secondary schools in London and the Midlands, specialising in R.E. drama and history, along with extensive parish children's work, I entered the wonderful world of 'Learning Outside the Classroom' in sacred spaces. After developing schools and families work at The Anglican Shrine, Walsingham, then at St Paul's Cathedral, London, I now look forward to developing further our wonderful work at this beautiful Cathedral.

We all know the value that experiencing special, awe inspiring places, handling objects, encountering art, meeting believers and becoming part of inspiring stories has, as part of our children's education, at all key stages. The team and I look forward to enabling you and your children to get the absolute best from this great place. There is lots in this brochure to choose from, to help enhance your R.E., History and more. Where possible I am always willing to merge topics or create bespoke programmes to suit your exact requirements.

Please get in touch with me for further information about visiting or having us in your school. I look forward to working with you.

Janet Marshall, Head of Schools & Family Learning



Norwich Cathedral



As a living, working place of Christian worship, the Cathedral is also the 'Mother Church' for the Anglican (Church of England) Diocese of Norwich. Dating back to 1096, it is also the seat of the Bishop of Norwich. Known as Norwich Cathedral Priory, it was, until the reformation, a Monastic foundation. The monks who lived, worshipped and worked here followed the rule and example of St Benedict.

Following on from this ancient tradition, the Cathedral is still a vibrant centre of prayer, discovery, learning and hospitality for the people of the city and the surrounding county. It is also used annually as a venue for concerts, productions and celebrations of all kinds. Most of all it is *your* Cathedral! The team here will do their best to ensure that you achieve your learning outcomes and have a great time.

What's on offer?

In this brochure you will find a selection of themed, guided visits and workshops for Key Stages 3, 4 and 5.

Worship opportunities

If you would like to arrange a service of worship or prayer time as part of your visit please discuss this with us. This will need to be planned in advance in liaison with both our Sacrist and Liturgy team.

Choose the timing of programmes to meet your needs

Choose from any of the following:

- ✚ **Full days** (eg 10 / 10.30 am – 2 / 2.30 pm. These may include 'workshop add ons')
- ✚ **Half days** (10 / 10.30 am – 12 / 12.30 pm or 1.00 pm – 2 / 2.30 pm)
- ✚ **'45 or 60 minute specials'** Budget-priced per pupil and, if you are planning to visit other venues in the city in one day these will be ideal (specific timings to be set when you book)
- ✚ **'Workshop add-ons'** (specialist art, crafts, drama and more. See page 14)

Please see separate price list for all visit charges.

Class sizes

Most of our programmes are adaptable for individual class visits or larger groups. We will plan your '45 / 60 minute' special / half day or full day programme with you when you book.

Challenging RE in action at the Cathedral

Our programmes are closely linked to the enquiry-based areas of study for Christianity in the Norfolk Agreed Syllabus for RE (and other county-agreed syllabuses).

As required by the agreed syllabus, our visit content will enable your pupils to:

ENGAGE

ENQUIRE

EXPLORE

EVALUATE

EXPRESS

Our approach focuses on:

- ✚ Engaging your pupils through exciting stimuli and key questions
- ✚ Encouraging them to create enquiry questions
- ✚ Exploration of concepts via what they see and experience in the Cathedral
- ✚ Allowing time and space for pupils to respond, analyse and evaluate
- ✚ Enabling them to express their knowledge and understanding

Our aim is to enhance your teaching of the areas of study set out for Christianity in the agreed RE syllabus. We aim to do this in a unique way as your pupils experience with awe and wonder this sacred space. We seek to help you foster spiritual, moral and cultural development through our visit programmes.

GCSE, A Level and other exam courses

There are challenging opportunities for students to engage in debate and discussion, contemplation and discovery trails in the Cathedral. Take a look at what's on offer in this brochure.

Cross-curricular opportunities

There are also many cross-curricular opportunities on offer through our programmes linked to National Curriculum History, Art, Maths, English, Spiritual Development, Moral, Cultural and Social education, Geographical / Local studies. We offer unique ways to link your RE with other curriculum topics.

Something for all

All programmes are suitable for SEN and EFL pupils within mainstream schools. Special schools are particularly welcome. All are adaptable for parish, family and community groups and home educators. Tell us what you need and we'll do our best to adjust programmes accordingly.

Can't get to us? We'll come to you!

We also offer programmes and/or collective worship that may be delivered in your school or community venue. Let us know if there is a specific curriculum focus you'd like and we'll try our best to accommodate this. See page 15 for details.

Our commitment to you

- † **On arrival** you will be met by your visit leader who will offer assistance and direct you to all facilities.
- † **A professional service and high quality delivery** - Your visit/workshop will be led by teachers and/or trained volunteers, all of whom have been DBS checked
- † **Up-to-date content** – our programmes have been planned in line with recent National Curriculum developments with clear aims and objectives
- † **Value for money** – we aim to keep our visit fees as low as possible.
- † **A safe learning environment** – there is a classroom in the Hostry (the Bowerbank Room) with cloakroom / packed lunch racks
- † **Learning outcomes** - when you book a visit these will be discussed and you will be asked to provide further details on your booking form
- † **Preparation / risk assessment tours for teachers** – please tell us if you would like to arrange a guided preparation tour, led by our staff. These may be booked in advance, after school or in working hours during term time and some school holidays
- † **A working partnership, your feedback is important** - you will be given a form on the day of your visit. Please complete and return it so that we can continue to monitor our service and develop our visit content

How to book your visit

Have a look through this brochure (Also available to download at: www.cathedral.org.uk/myschoolvisit) and pick what activity you would like to do.

Call **01603 218320** or email **education@cathedral.org.uk** to discuss your requirements, set a date and establish prices.

Advance booking is essential for all visits. You should book at least one month in advance. Once your date is set, you will be emailed a booking form to complete and send back to us within two weeks – please give as much detail as possible regarding abilities / SEN / learning outcomes. On receipt of your booking form you will be emailed a confirmation pack and invoice. Payment by cheque or BACS is preferred. Full details will be given on your invoice / confirmation letter.

Cancellations

If you cancel less than four weeks before a visit we regret that you will be charged full fees (unless there is an unavoidable situation that prevents you from coming). If you cancel within eight weeks of your visit (unless there is a valid and unavoidable reason) you will be charged half of your total fees. We will do our best to re-schedule a visit if you have to cancel due to an unavoidable situation.

Changes in group sizes

Please inform us in advance if your group size increases or decreases. Unfortunately we are unable to refund for children who do not attend on the day of the visit.

Useful things to know before you book

Parking

Ask your coach driver to drop you off outside the Cathedral near the Erpingham Gate. If you need to park in The Close due to SEN/wheelchairs, please arrange this in advance with us as a parking pass will be required. The gate keeper will direct you to the parking area near the Cathedral Hostry entrance.

Packed lunches

You are welcome to eat packed lunches here but we cannot guarantee classroom space for all groups. The Cloister is usually available and these are cover (wrap up warm in Winter though!). The Cloister is an outdoor, covered, public walk way with a lawn in the centre which is ideal for picnics in warm weather.

Pre-ordering lunch from our Refectory

Ask us about this when you book. Packed lunch bags may be pre-ordered well in advance of your visit. Prices can be supplied by our Refectory Manager.

Toilets

These are open to the general public so we advise adult supervision at all times. They are situated in the Refectory complex, close to the Bowerbank classroom and Cloisters.

Late arrivals on the day

Please telephone us if you are running late for any reason. We will try our best to adjust your programme but it may need to be cut short if we have other groups booked in after yours.

Risk assessments and preparation visits for group leaders

Risk Assessment Advice is set out on page 16 of this brochure. Please use this to produce your own Risk Assessment. Our complete set of risk assessment documents can be emailed to you on request but it is imperative that you do your own in advance of your visit. We strongly recommend that the group leader makes a preparation visit to the cathedral. The Head of Schools & Family Learning is always willing to take you on a preparation tour out of school hours/in the school holidays but this must be booked in advance.

Self-guided visits

You are welcome to self-guide but these visits must be booked in advance with us. There is a charge per pupil (see separate price list). Trails may also be purchased. Ask for our self-guided visit information.

A guided visit is great value for money

For just 40p more than our self-guiding price per pupil, you will gain so much more from either the '45 or 60 minute special, guided visit' (See page 6). This will leave time for you to explore a little on your own too – trails provided by us on request. Talk to us about options if you are unsure.

Preparing the children for their visit

Please see our guidelines on page 18.

We want you to achieve all your learning outcomes and gain the absolute maximum from your visit so preparation in advance of your visit is recommended. We seek to work in partnership with you so your support is greatly appreciated.

Condensed, general interest programmes

The Cathedral then and now

45 or 60 minute special



Condensed and focussed, this visit is ideal if you wish to ‘drop in’ for a quick visit to coincide with visits to other venues in the city and learn about the history and the worshipping life of the Cathedral today.

Curriculum links

- ✝ **History** - the Normans, history reflected in the locality, an aspect of history beyond 1066, monastic life past and present
- ✝ **RE** - belonging / church (why Christians meet together, types of Christian churches, the impact of the Church)
- ✝ **Expressions of belief** - rituals and practices, sacrament (what happens when someone is baptised?) Why do Christians share bread and wine together? How symbolic objects help convey meanings in Christian rituals

What's included?

- ✝ A guided discovery trail revealing information about the Benedictine monastic community and the history of the Cathedral since 1096
- ✝ From West to East – students are led on a walk from the Great West Door, through the Nave to the Choir and High Altar
- ✝ View, question and explore the meaning of furniture and eg font, altar, pulpit, lectern, prayer stalls and misericords, the Bishop's seat (Cathedra), organ, candles, crosses, common symbols, roof bosses, stained glass windows and decoration
- ✝ Baptism at the font
- ✝ Pillars, arches and design. Ponder on how this great Cathedral was built
- ✝ Time for enquiry questions, opinion sharing, expression of thoughts
- ✝ The visit ends with a short time of reflection as a candle is lit (suitable for all faiths / atheists)

Visit programmes linked to areas of study for RE (Christianity) with other cross-curricular links

Worship and belief unpacked 60 minute special or half day

KS3

KS4

KS5

SEN



Curriculum links

- ✚ **RE** - belonging / church (why Christians meet together, types of Christian churches, the impact of the Church)
- ✚ **Expressions of belief** - rituals and practices, sacrament (what happens when someone is baptised?) Why do Christians share bread and wine together? How symbolic objects help convey meanings in Christian rituals
- ✚ **Trinity** (words Christians use to talk about God, symbolism used to explain the Trinity)
- ✚ **Word of God** (Bible stories and their relevance to Christian life)
- ✚ **History** - the Norman Conquest, monasteries, abbeys, parishes and religion in daily life, the development of Church and State history since 1066 that is significant to the locality. How the Cathedral has changed throughout the centuries

What's included?

- ✚ From the Cloister to Nave, Choir to High Altar, activities and discussion about how sacred space, objects and furniture help Christians to express their faith through prayer and worship
- ✚ Learn about the importance and impact of the monastery and priory church from 1096 to the reformation
- ✚ Demonstration of special clothing worn by a priests and bishops, their symbolic meanings /colours
- ✚ Object handling: aids to prayer (eg crosses, crucifixes, beads, icons)
- ✚ Key aspects / symbols of baptism are explored as the ceremony is re-enacted at the font
- ✚ The journey of life, memorials and tombs. How and why Christians celebrate people's lives in funeral services and prayers
- ✚ The sacrament of Holy Communion and its meaning, vessels and vestments used at the altar
- ✚ The impact and meaning of the Trinity explored via newly-installed stained glass windows
- ✚ Bible stories discovered through roof bosses and windows (eg Easter, Noah's Ark, Christmas)
- ✚ A candle is lit before departure. Time to reflect and explore its Christian symbolism

Add-ons

Top up to a full-day visit by adding on a workshop (see page 14).



Curriculum links

- ✝ **RE** - the life of Jesus (concepts: Incarnation / Logos and the Christmas festival, salvation, New Testament Gospel accounts about the person of Jesus, especially Luke and Matthew, Word of God)
- ✝ **Beliefs and questions** (Trinity, theological views)
- ✝ **Belonging, Kingdom of Heaven** (is this concept of value as a central doctrine in the 21st century?)
- ✝ **Sacraments** do all Christians share the same views on these? Holy Communion, Baptism)

This visit will be differentiated according to the key stage / learning level required (eg Key stage 3 or exam students).

What's included?

Various parts of the Cathedral, artefacts, art, furnishings will be used to stimulate questioning and discussion in this challenging guided visit.

- ✝ Explore the Annunciation and Incarnation, depicted and taught about during the festival of Christmas
- ✝ Investigate the Easter message and the concepts of salvation, atonement and reconciliation
- ✝ Handle, see and discuss crosses, crucifixes and statues. How might these help some Christians 'connect' with Jesus?
- ✝ Vessels and vestments used at Holy Communion. Explore how this service helps Christians remember / meet Jesus
- ✝ See how Jesus is presented in the building through art and think about how the Gospel stories are revealed through teaching and worship
- ✝ Question whether churches, cathedrals, worship and belief are relevant in our 21st century multi faith / multi-cultural society
- ✝ Explore what is meant by the Trinity
- ✝ Light a candle, reflect and explore its Christian symbolism

Add-ons

Top up to a full-day visit by adding on a discussion workshop. You may wish to book a free discussion workshop to 'question a priest' after your Cathedral session (subject to staff availability). Students prepare their enquiry questions on any aspects related to these Christianity agreed syllabus unit concepts.



Get under the skin of monastic life as it was before the Reformation at Norwich Cathedral Priory.

Curriculum links

✚ **RE: Church** – a body / community of believers, expressions of belief: sacrament / ceremonies, word of God (use of the Bible in the monastic community and the present day in Cathedral worship)

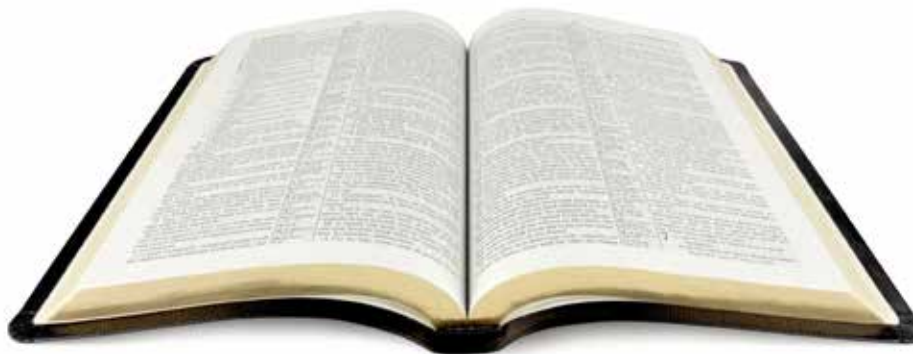
✚ **Social and moral education** (rules, living as a community, cohesion, responsibility, kindness, compassion, service)

✚ **Music** - simple plainsong, still in use here for daily prayer

- ✚ **History** - the development of Church, state and society 1066 onwards (the importance of Norwich Cathedral Priory)
- ✚ **The Norman Conquest** that led to the building of the Norman Cathedral and monastery, investigating what life was like back then in this city / county
- ✚ **Religion in daily life** - parishes, monasteries, abbeys
- ✚ **The English Reformation**

What's included?

- ✚ In the classroom, enjoy a demonstration of the Benedictine habit, scapula, cowl hood and girdle
- ✚ Trace the story of how Herbert de Losinga, first Bishop of Norwich, built the Cathedral
- ✚ Investigate what Norwich was like back in 1096 and how the monastery and Cathedral impacted on city life in the years to come
- ✚ Learn about St Benedict, the saint whose life and Rule were followed by the monks here, plus their daily life of prayer and worship
- ✚ Drama, prepare in advance using our scripts - roles / jobs monks held here
- ✚ Find out where monastery buildings were situated beyond the Cloister
- ✚ Stand in the Choir misericord stalls and learn to sing simple plainsong
- ✚ Take part in a Chapter Meeting – drama script provided
- ✚ Encounter the vast and beautiful Nave with its symmetrical arches, carvings and roof bosses. See how people still worship and pray here every day
- ✚ Time out for a few minutes of quiet reflection as a candle is lit
- ✚ Back in the classroom, children use a quill pen to write using ink and medieval script. They illuminate their work and learn about illuminations / book copying
- ✚ If time allows, visit the Herb Garden and find out about how herbs were used by the monks to make medicines and poultices



Curriculum links

- ✚ **RE** - Teachings and authority, word of God. What stories are found in the Bible? Parables Jesus told about the Kingdom of God, how does the Bible affect the lives of Christians? How does the word of God influence Christians? Is it relevant in our 21st century world with its complex moral / current affairs issues?
- ✚ **Beliefs and questions** - gospel accounts, the Nativity story, Easter, why is Jesus important to Christians?

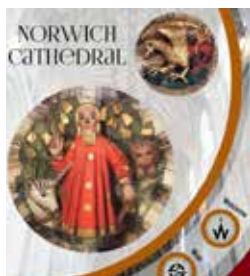
What's included?

Programme content will be differentiated according to students' key stage / level of learning. Plenty of time allowed for students' enquiry questions and discussion as they move around the building, investigating the following:

- ✚ Discover psalms and proverbs. Is this ancient advice from the Old Testament useful / valid for modern day people?
- ✚ How are parables and other Gospel stories taught and presented in the Cathedral? How are Christians affected and / or helped by this?
- ✚ How is the Bible depicted through art, stained glass and other media?
- ✚ Investigate how Bible stories are used in worship (Holy Communion, key festivals, daily offices)
- ✚ Visit specially-furnished areas in the building where the Bible is read (Choir, lecterns, sanctuary)
- ✚ Do believers need sacred writings to guide them in their lives and are they relevant for non-believers / a multi-faith, multi-cultural society?

Add-ons

You may wish to book a free discussion workshop to 'question a priest' after your Cathedral session (subject to staff availability). Students prepare their enquiry questions on any aspects related to the Bible and its importance to the priest as a Christian believer / leader in the church.



Norwich Cathedral app

Download the Norwich Cathedral app to help you prepare for and enhance your visit. The app features striking images and information about the medieval roof bosses and will help your pupils explore the visual interpretation of Bible stories in the stone carvings.

The app is available for both Apple iOS (iPhone and iPad) devices and Android devices. You can download the free app from the App Store or Google Play by searching for 'Norwich Cathedral'. A Wi-Fi or data connection is not needed to use the app.



Investigate martyrdom.

Curriculum links

- ✝ **RE agreed syllabus** - key concepts: martyrdom and self sacrifice
- ✝ **History** - the First World War, a local history study (Edith Cavell)

What's included?

Content will be differentiated according to the learning level of students.

- ✝ Discover the life story of Edith Cavell (the famous Norfolk heroine) whose grave and memorial may be seen outside the Cathedral) through storytelling, specially commissioned paintings and costumed, dramatic interpretation
- ✝ Explore the importance of Edith's Christian faith and how this impacted on her decision to aid the escape of WW1 soldiers in Belgium, resulting in her arrest and death by firing squad. Was she a martyr for her faith?
- ✝ See the Maria Gomez (El Salvador) cross and explore her story of faith and martyrdom
- ✝ Discover tombs and memorials in the Cathedral, why are people remembered in this way?
- ✝ Investigate how the death and resurrection of Jesus are re-enacted daily at the altar in the service of Holy Communion and what this means to Christians
- ✝ Saints and martyrs are mentioned and we ask: are they important to Christian believers?

Add-ons

Top up to a full day visit by adding on a discussion workshop. A free discussion group may be booked at the end of the guided visit, led by a Cathedral Canon / theologian so that students can hear more about the importance of Edith Cavell, often referred to as a contemporary local saint and martyr. Students will be challenged / encouraged to ask questions and discuss.

If you have been studying the difference between martyrdom and suicide (as suggested in the Norfolk Agreed Syllabus for RE), students may wish to bring pre-prepared questions that include this sensitive topic.



Explore religious experience. Ideal for GCSE / A Level exam groups.

Curriculum links

- ✝ **Units of study relating to types of religious experience** ie acts of worship in a religious setting, personal experiences of something or a presence beyond themselves, unusual events (Biblical and others), private and unexplainable mystical visions and messages, vocation, feeling led / called by God.
- ✝ **The existence of God** - why believe? Does the Bible help believers?

What's included?

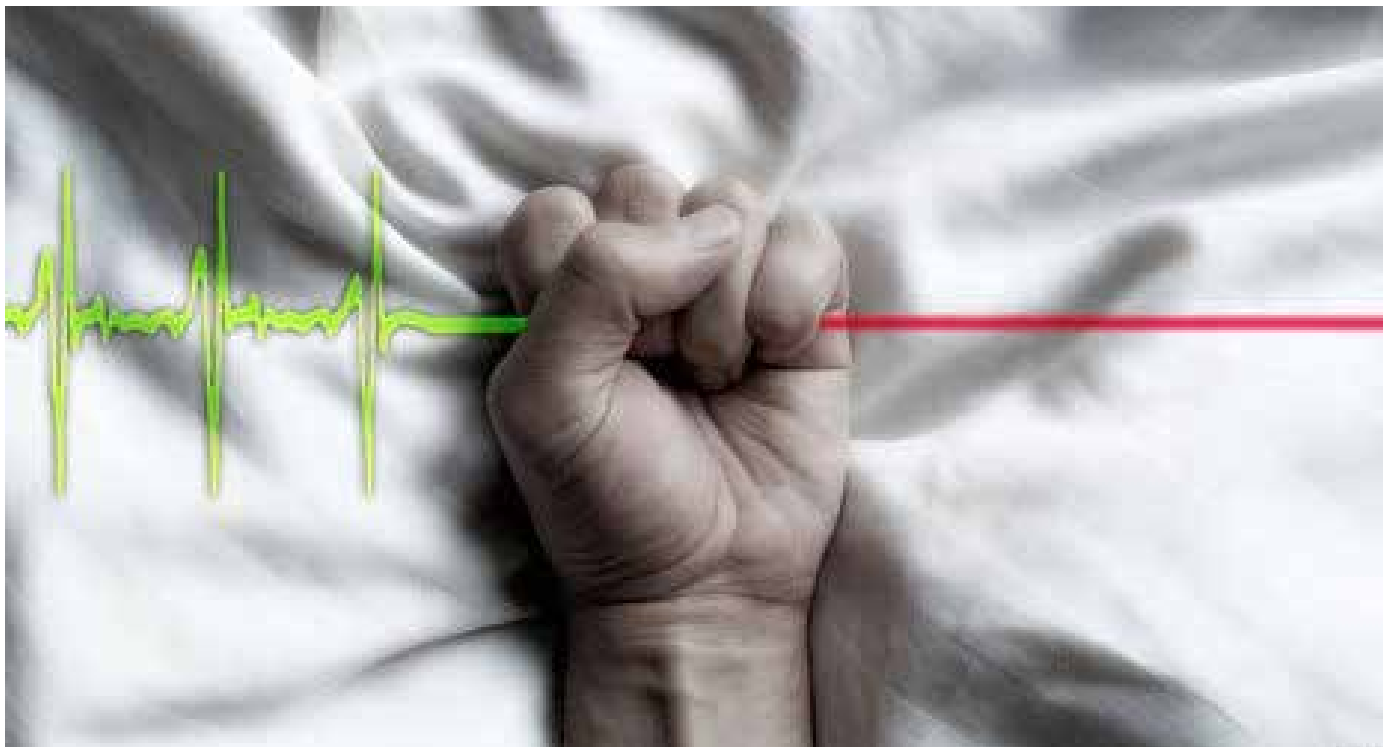
Within the Cathedral and its side chapels students will explore a variety of examples and phenomena.

- ✝ Acts of worship such as Holy Communion, types of prayer and how these affect many believers
- ✝ Sacred spaces, objects, texts, candles, do these enhance and enable religious experience? Time to be still and experience special places in the Cathedral....how do you feel in here?
- ✝ Unusual Biblical religious experiences (the Annunciation, Resurrection of Jesus). Why are these unexplainable mysteries important to believers?
- ✝ Time to question and discuss. Is it all in the mind? Does God exist anyway?
- ✝ An introduction to Mother Julian of Norwich, medieval mystic (this will be particularly effective if followed up with a guided visit / discussion at the Julian Shrine, Rouen Road later)
- ✝ Are there modern day mystics? Some case studies

Add-ons

Top up to a full day visit by adding on a discussion workshop here after your guided visit or we can arrange a guided visit and discussion at the Julian Shrine (site of the ancient prayer cell of Mother Julian of Norwich). This is within walking distance over the lunch break.

You may wish to book a 'meet a priest' and / or 'meet a Christian' session to follow your guided visit so that students can ask pre-prepared questions about vocation, the existence of God and how other types of religious experience have affected them



Philosophical and ethical issues unpacked.

Curriculum links

All study / exam units related to 'Big issues' topics.

- ✝ **Science v religion, war – is it ever just?** Sanctity of life, euthanasia, suffering, abortion, life after death, the existence of God, etc

Visit content will be differentiated according to student learning levels. For centuries monastic communities and cathedrals have been venues for learning and debate, as well as places to 'confront the un-confrontable' so this is an ideal venue to enhance and supplement students' learning.

What's included?

This programme offers students the opportunity to:

- ✝ Experience the Cathedral as a sacred space, reflect and respond to it during a guided walk around
- ✝ Question 'on the hoof' eg how the place might offer a space where individuals and organisations confront challenging issues in the world, teach and pray about them
- ✝ Engage in a discussion workshop afterwards, led by a member of the Cathedral's clergy team. We advise that no more than three issues are addressed in one session. It works well if students prepare questions in advance of their visit. We will ask you in advance which topics you have chosen so that the workshop leader is fully prepared

Workshop add-ons

The following are available and we will discuss how to add this to your timetable when you book.

Grill a Priest (30 - 40 minutes)

An opportunity to question a priest or Cathedral Canon about their vocation, lifestyle and ministry. Students have pre-prepared questions. There may be course work topics (e.g. Philosophy & Ethics based) they wish to raise.

Art versus Icons with a splash of Matisse!

Explore the difference between Christian art and Russian / Greek Orthodox Icons. Create Matisse style cut outs to represent Christian key figures, angels and symbols.

Drama in the Cathedral

A drama workshop that can be tailored to whichever topic you wish (History or Religious Studies based, poetry, ethical issues and more). We can plan content with you.

Chant away

A unique music workshop that focuses on plainsong chanting and vocal work. Led by a professional musician this is a great opportunity for team working and discovering new talents / skills.

Walk the labyrinth (60 minutes)

Hands on activities and discussion about caring for others, listening, sharing and helping one another in sad/difficult times and moral dilemmas, followed by an interactive labyrinth walk using our outdoor or indoor labyrinth. These sessions will be fully led and directed by the Schools team.

Art in Action - Colours of Life

Based on our stunning new contemporary stained glass 'Trinity' windows in the Cathedral, students can experiment with colour and create their own stained glass effect windows in this inspiring art workshop.



Sixth form seminars and debates

From time to time these will be advertised separately. If you have ideas for content and would like to work with us to plan a programme and possibly link with other schools / colleges, using the Cathedral as the venue, do get in touch.

Alternatively, smaller-scale seminars may be organised for individual classes / year groups. Please tell us what you would like (eg philosophy and ethics topics, theology-based topics, Bible debates / studies, Science and Religion).

In school' options

Please see separate price list.

Walk the Labyrinth

A challenging day of activities and discussion, that culminates in walking the large canvas labyrinth. Down the centuries, across many faiths and cultures, labyrinths have been used to help individuals to think, reflect and pray about life and its experiences.

- ✚ Great for personal, social, moral, cultural and spiritual development
- ✚ An opportunity to relax and reflect (each session begins with basic relaxation exercises)
- ✚ Topics such as: suffering, forgiveness, happiness, possessions, 'the journey of life' may be covered
- ✚ We lead all activities and content is adaptable for all year groups – even adult staff teams for INSET

How many can take part?

We can deliver this to a maximum of six classes in a day, a year group / staff team or with one class.

What we need from you

- ✚ A school hall floor to spread out the labyrinth
- ✚ Spaces to work with individual class groups using artefacts, group activities
- ✚ Support from your staff throughout
- ✚ Provision of: CD player, pencils and felt tip pens, paper, photocopying, lunches/refreshments for our staff team on the day

Christianity on the Road

60 minute classroom sessions that give a snapshot view of what faith and belief are about for Christians, with particular emphasis on the life and worship of Norwich Cathedral.

- ✚ Artefacts and vessels
- ✚ Christian art and icons
- ✚ Vestments and monks' habits
- ✚ Discussion and reflection

Meet Nurse Edith Cavell

An ideal addition to your teaching about the First World War with strong RE links.

60 minute classroom sessions (maximum two classes per session) or a half day. Costumed storytelling with interactive, participatory drama. This is a powerful story about faith, commitment, service, war and martyrdom

Risk assessment advice

The following advice grid is here to assist you with your planning. It is not intended to replace your own risk assessment but will hopefully help you to compile it. Please refer to your own school / county / diocesan guidelines.

We strongly recommend that the member of staff organising your visit makes a preparation visit to the Cathedral, well in advance, in order to carry out their risk assessment. This should include the journey to and from the Cathedral.

Location	Activity	Significant hazards	Those at risk	Current controls
Exterior Cloister Access to lavatories in Refectory complex	Walking around Playing at lunch time	<ul style="list-style-type: none"> • Uneven stone floors and tombs – trips / falls • Holes in ground (garden garth) – falls / twisted ankles, glass doors – bump into, raised benches – falls, stone steps to lavatories / Refectory • Drains around garth – trips, wooden steps – falls • Public area (inc. lavatories) – unknown adults. Stranger danger 	Children, young people, teachers, helpers / leaders	<p>Give verbal advice to walk, not run.</p> <p>Group's own adult supervision at all times, adults to open glass doors</p> <p>Hand rails in place.</p> <p>Advise on stranger danger/ adults supervise at all times.</p> <p>Risk level: low</p>
Inside Cathedral – entrance hall, Nave, choir, side chapels, transepts	Walking around, sitting and climbing steps. Organised activities.	<ul style="list-style-type: none"> • Uneven stone floor surfaces – trips / falls • Metal floor gratings – trapped fingers / trips • Steps – trips and falls • Chairs – trapping fingers / falling off • Misericord seats – hinged / may fall, trap fingers • Electrical floor sockets – fingers / electric shocks • Candles – burns to skin / hair / clothes • Lectern – trips / falls from box step. • Stones pillars – trips / bumping into • Public area – unknown adults • Polished surfaces – trips / falls • Dim lighting in chapels – trips and falls 	Children, young people, teachers, helpers / leaders	<p>Give verbal advice to walk, not run</p> <p>Close supervision from adults at all times in all areas</p> <p>Advise to walk in single lines, slowly</p> <p>Supervise when on chairs. Gratings checked regularly</p> <p>Misericords – adult supervision</p> <p>Advise not to touch sockets in floor</p> <p>Adults to light candles, stand well back, no loose clothing near candle stands, sand provided on stands</p> <p>Advise on stranger danger and adult supervision at all times</p>
Bowerbank classroom in Hostry complex	Activities at tables/ discussion groups, Arts and crafts Packed lunches Hanging up coats and bags on racks. Washing hands in sinks	<ul style="list-style-type: none"> • Chairs – falls / trapped fingers • Tables – tripping on protruding legs • Coat racks – bump into, trips, coat hooks sticking out – injuries to arms / faces • Bags – trips on loose straps • Scissors – finger cuts • Allergies to glues etc • Pens – poking of eyes / faces • Glass doors and windows – falling against • Sinks – hot water in taps / scald risk • Slips / falls if floor wet 	Children, young people, teachers, helpers / leaders	<p>Give verbal advice on sensible use of tables, chairs and all materials/scissors.</p> <p>No running in classroom, adult supervision at all times.</p> <p>Keep away from glass windows/doors.</p> <p>Adult supervision when children using sinks/taps. Check water temperature before use.</p> <p>Hazard signs if floor wet and warn to keep away/take care</p>

Location	Activity	Significant hazards	Those at risk	Current controls
The Close and greens	Access to Cathedral, walking around Picnic lunches	Traffic access in the Close- cars, bikes and vans, risk of being run over Public area – stranger danger Uneven surfaces on paths and grass banks/lawns – trips and falls	Children, young people, teachers, helpers / leaders	Walk in lines, teachers give verbal advice and supervise to front and rear of line. 10 mile an hour speed limit, some pathways available. Supervise at all times and advise on stranger danger. Supervise and advise to take care on uneven surfaces
Herb Garden	Walking or sitting in garden Learning activity looking at and picking herbs.	<ul style="list-style-type: none"> Public area – stranger danger. Nettle stings, allergies to plants / pollen – allergic reactions. Uneven paths and soil areas – trips and falls. Thorns and prickly plants – injuries to fingers / faces / arms / legs. Metal, heavy gates – trapped fingers or legs 	Children, young people, teachers, helpers / leaders	Supervise closely. Advise in advance of hazards. Gain parental consent and ensure those with allergies have epi pens or medication. Advise on not eating and advise on nettles etc. Keep away from gates, adults to operate gates only. Walking in lines on paths and advise about uneven surfaces. Supervise at all times and advise on stranger danger.

Guidelines for visiting schools / groups

Please ensure that you plan the visit carefully and brief your adult helpers in advance so that they know what is expected of them on the day.

Please prepare your children for their visit. It is helpful to do some background work with them to introduce key concepts, vocabulary, and to outline what they will be doing on the day. Do ask us for help / resources for this.

- † **Large groups** - please arrange, in advance, how your group will be divided into smaller working groups on arrival at the Cathedral. Time is precious on the day!
- † **Behaviour** - the Cathedral is first and foremost a place of prayer and worship. We therefore ask that all are respectful and quiet whilst in the building. Please remind pupils about 'appropriate' behaviour before you come and support our staff and volunteers throughout the visit. Groups causing a disturbance will be asked to leave the Cathedral
- † **Photography is allowed** in the Cathedral but please be discreet and wait until appropriate times during the visit, as advised by your leader. It is preferable to have just one nominated photographer in each group as lots of 'snapping' can be distracting
- † **It is a tradition in Christian churches for men and boys to remove their hats / caps** on entering (unless there is some medical / religious reason). Please tell your pupils and helpers about this
- † **Prayers are said 'on the hour' in the Cathedral** and groups are asked to respect this practice and to be still and quiet for approximately four minutes. You are welcome to join in with the Lord's Prayer when it is said
- † **School staff and accompanying adults remain responsible** for the welfare and behaviour of pupils throughout their visit to the Cathedral. Should there be an accident / health incident, please tell your visit leader or staff at the donations desk at the West end
- † **We advise you to bring a trained First Aider** with you and a portable First Aid kit. A small kit is available in the Bowerbank classroom. Ask your visit leader if you need a First Aider whilst in the Cathedral. We cannot guarantee there will be one present at all times. NB If an accident/injury should take place, however trivial, please ask us for the accident record book. It is important to record this as soon as possible and a copy can be made for you to take back to school with you.
- † **Mobile phones** - please ensure these are on silent whilst inside the building.
- † **In the event of a Fire Alarm** - please follow the instructions of your guide or Cathedral vergers if you hear it. Make your way calmly and quickly to the nearest exit. The assembly point is the upper green at the West end or the Cloister green. Please call a register when you assemble to ensure that all are present. It is important that you bring class lists with you.
- † **Eating and drinking etiquette** - please do not allow your pupils to chew gum, eat or drink water or other refreshments in the Cathedral. You may eat snacks and lunches in the Cloister.
- † **Please supervise lavatory visits** at all times as they are used by members of the public. Ensure you have both male and female adults with you for this purpose

INSET for teachers and trainees / NQTs

Why not book a bespoke INSET day or half day with us?

We can lead a workshop/activity session on RE topics such as:

- ✚ Visiting a place of Christian worship and getting the utmost from the Cathedral to deliver your local agreed RE syllabus areas of study for Christianity
- ✚ Prayer and spirituality – what is spiritual development and how do we include it in our teaching to enhance the spiritual development of our pupils?
- ✚ Reflective storytelling, drama, art and more
- ✚ Cross-curricular themes to explore at Norwich Cathedral

Your day / half day will also include a guided tour of the Cathedral that focuses on how to use the building/ achieve the above with your class.

Tell us what you'd like! We will do our best to meet your learning outcomes.

Cost: Whole day £150, half day £90.

NB If you book a series of guided school visits with us at the same time as you book your INSET we will reduce your fee considerably! Ask us about this.

We welcome university course (teacher training and other) groups, 'cluster groups' of schools, Diocesan groups, advisers' groups/schools from different faith backgrounds and SEN schools. Twilight sessions are a possibility.

Catering can be provided (but there will be an extra charge) if booked in advance with our Refectory Manager.

Do contact Janet Marshall to discuss your requirements and to plan a programme:

headofschools@cathedral.org.uk

Comments from teachers who have attended INSET at the Cathedral:

'We had an excellent morning, I think it's the first training day with all our staff (teaching and support) where everybody thoroughly enjoyed the day and felt they had gained something from it. We have already booked each class in for a guided visit!'

A Norwich Primary School

'The session had everything: inspiration for artwork, awe and wonder, shape and space for Maths, History, RE. An excellent morning.'

KS 3 teacher

'The Bowerbank classroom was an ideal venue and the combination of activities about spirituality and how to use the Cathedral as an RE or cross curricular resource was ideal. The sessions in the Cathedral brought it all to life.'

Primary teacher

Devise your own day and lead it yourself at the Cathedral

You may wish to use Norwich Cathedral as a base for a staff training day or a conference (led by yourself or a visiting leader). We welcome staff teams to our Schools centre and nearby Weston Room for this purpose. We can supply a screen and projector.

Although you are conducting your own programme on the day, you may wish to book an additional guided tour of the Cathedral with particular focus on how you might use it with your pupils. Our Schools team will lead these tours for you but they must be booked in advance.

Contact Janet Marshall for room hire prices and more information: **headofschools@cathedral.org.uk**

Visit our website: www.cathedral.org.uk



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