

**Norfolk**  
Record  
Office

# Schools Programme

Autumn Term 2015

A guide to free workshops, resources and projects



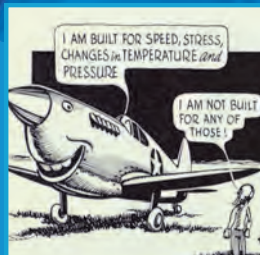
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# Welcome to the Norfolk Record Office!



## Who are we?

The Norfolk Record Office collects and preserves unique archives relating to the history of Norfolk and makes them accessible to people in Norfolk and across the world. It includes the Norfolk Sound Archive.

## What do we do for schools?

The Education and Outreach Team works closely with schools to provide resources for pupils of all ages, these include:

- Teaching resources, which can be downloaded from our [website](#).
- Workshops at both The Archive Centre and your classroom.
- Teacher training on how to use archives within the classroom.
- Study sessions for older pupils.
- Competitions.

# Norfolk Record Office Blog

The Norfolk Record Office Blog is a good way to find out about forthcoming projects and events in your local area. We will also be sharing information about workshops and projects that we run in local schools. Visit our blog at [www.norfolkrecordofficeblog.org](http://www.norfolkrecordofficeblog.org)

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All images of documents in this booklet include their unique reference number. Teachers are welcome to use the searchroom to carry out their own research to prepare their lessons. If you would like to see any of the original documents included in this booklet please quote the reference number.

# Resources on offer

We offer both workshops and teaching resources. Further details on the resources for your Key Stage and Subject are included in this booklet.



*Detail from map of Blakeney,  
1586. NRO, MC 2443/3*

## School workshops

Workshops offer pupils a chance to use documents to find out how people in Norfolk were affected by local and national events throughout history. Workshops can take place at The Archive Centre or in your classroom.

All workshops at the Norfolk Record Office include a chance to see original documents from the period of your study. Often these workshops will include an introduction to document handling before the originals are looked at. Please note we are unable to bring original documents into your classroom.

Workshops are free of charge, and last approximately 2 hours, unless otherwise stated. However, they can be tailored to your school's needs.

## Teaching resources

We have 2 types of teaching resources.

1. A variety of PDF teaching resources are available free of charge, on the 'Learning for All' pages of the NRO website:

<http://www.archives.norfolk.gov.uk/Learning-for-All/index.htm>

The resources can be downloaded for use on a white board or printed out.

Most resources include: a teachers' notes section, information about the documents, and suggested activities using the material. Our history resources include transcripts to accompany the documents which have handwriting that is difficult to read.

2. We can also tailor make resources for each school. These cost £9.95 and can be provided as jpegs on a CD or as a laminated hard-copy pack.

# Workshops

## North Norfolk Stories

NORTH  
NORFOLK  
STORIES

Each workshop will help pupils explore the history of their town/village. In both workshops, pupils will look closely at a census return to discover the people who lived in their village over 100 years ago. They will also use a trade directory to learn about trades practised in the area at that time, before using a map of the locality to go around the classroom collecting items from a shopping list relating to those trades.

### Workshop 1 — What Changes Did the Railway Bring to North Norfolk?

Pupils will look at a variety of maps, sales particulars and accounts which demonstrate how the introduction of the railway brought increased tourism and a range of new jobs.

### Workshop 2 — How did Living Near the Coast Affect People's Lives?

Pupils will study the fishing industry, see how the towns on the coast had an international trade from an early period, and look at some of the local leisure pursuits, such as regattas.

In the afternoon there is an opportunity to visit the School Library Service which is next door to the Norfolk Record Office. The session will continue the local studies theme, with a story, carousel of related activities including a quiz, tour of the department and some simple research. Every pupil will be able to select and borrow a book from the large stock of specially chosen children's resources to take back to school.

Dates: Monday, 21 September, Thursday, 8 October, Monday, 19 October, Friday, 6 November, Tuesday, 24 November



*Advertisement for Hunstanton Regatta, 1910. NRO, DC 16/4/2*

This offer is open to schools in the North Norfolk area. If you are not sure if this covers your school, [please contact us](#). £30 is available for each participating school towards transport costs.

Workshops run from 10am-2.30pm, with a morning and lunch break. However, we can tailor timings to suit your school's needs.

# Workshops (continued)

## First World War

In this workshop, which is suitable for a local history study, pupils will find out about people from Norfolk during the First World War and see our latest exhibition looking at the role of women during the war, including local nurse Edith Cavell. They will also complete two activities:

1. Draw a life-size soldier using service records which may include details such as the soldier's height and chest size, distinguishing features, cap badge and medals.
2. Learn about Norfolk nurse Jessie Hayward, who was on board the SS Transylvania, which was carrying a large number of troops and nurses when it was torpedoed off the coast of Italy. Using Jessie's diary pupils will create a cartoon detailing the events from the moment the ship was hit, until Jessie was rescued from the choppy waters.



*Photograph of Phillip Hewetson. NRO, MC 643/7/4*



*Photograph of Jessie Hayward. NRO, NNH 14/1*

Dates:

Friday, 9 October, Tuesday, 3 November, Friday, 20 November, Monday, 30 November



# Tailor-made workshops

We have over 12 million documents which cover a wide range of periods and topics. Using these resources we are able to offer a range of tailor-made workshops.

These workshops usually take the form of an introduction to the Record Office by playing the indenture game, a chance to see some of the horrors that lurk in archives before they enter our building, a behind-the-scenes tour including a Strongroom, and a document handling session. The pupils then use our online catalogue to find documents relating to their topic using our online catalogue, and use these original documents to carry out their research.

Topics requested by schools last year included 'myths and legends' and 'Lord Nelson'.



*Drawing of Snap the Norwich Dragon.  
NRO, KNG/2/2/7/59*



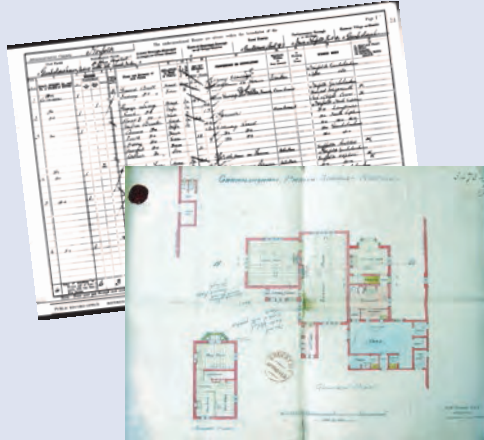
# Teaching Resources

## Local History

We can create a tailor made resource using documents relating to your school's local area, as part of a local history study. We'll choose 14 documents which will be sent to your school as an electronic pack in the form of jpegs on a CD, or as a laminated hard-copy pack. The images will reflect the history of the school's local area from the mid-19th to the mid-20th Centuries.

Local History resources are produced in partnership with the [Norfolk Heritage Centre](#), and include any or all of the following (depending on availability) in part or in whole:

- Trade directory entries
- Maps
- Census returns
- Parish burial register entries
- School logbooks
- Sales particulars
- Probate inventories



*Building plans for schools.  
NRO, P/BG 1-140*



*Photograph of a  
bloater shop,  
c. 1950s.  
NRO, ACC 2004/307*

## Tailor-made Resources

We are also able to provide tailor-made resource packs, depending on the subject area. Recent tailor-made packs include the history of the fishing industry in Great Yarmouth.



*Photograph of a boat in  
construction at Hewett's Dock.  
NRO, Y/TC 69/23*

Resources cost £9.95 each and will take approximately three weeks to produce once ordered. Please specify if you would like an electronic or hard-copy pack.



# The Tudors

This resource can be used as part of a local history study, looking at how several aspects of national history are reflected in Norfolk. It looks at the differences between the lives of rich and poor people, demonstrating how local events, such as Kett's Rebellion, impacted on a national level. In addition, the resource shows how national issues, such as plague, affected those living locally.

*A 19th Century copy of an 1588 map of King's Lynn. NRO, BL 71*



*Engraving of Robert Kett, during Kett's Rebellion, 1859. NRO, RYE 145*

## How were Norfolk People Effected by the Second World War?



This resource can be used in the study of a significant turning point in British History. The documents help pupils discover how the war affected local people, the lives of evacuees leaving and coming into Norfolk, and the effect of bombing on the county.

*Evacuees from St James' School, Upper Edmonton, 'Waiting in the Market Place, North Walsham' 1939. NRO, MC 631/1, 758x7*



# What was the Impact of the 2nd Air Division in East Anglia During the Second World War?

This resource can be used for the study of a significant turning point in British History. It details the history of the 2nd Air Division, United States 8th Army Air Force in East Anglia during the Second World War, and the impact this 'friendly invasion' had on local people and communities.



*Typical aeroplane nose art. NRO, MC 376/352*



*Women's Auxiliary Corps training at Ketteringham Hall.  
NRO, MC 371/815*

## Victorian Childhood

Images relating to Victorian childhood are available on the E2BN online gallery and can be used as part of a local history study. They include leisure and entertainment, homes, family life and school life.



*Photograph of outing of Norwich Sun Lane Methodist Chapel, Sunday School, 19th Century. NRO, FC 22/248/5*

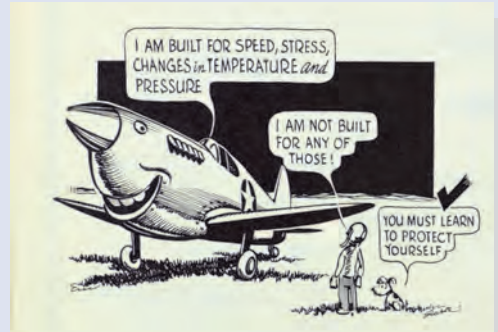


*Photograph of children from Langham School before a play, 1890-1. NRO, MC 537/2*

Please visit <http://gallery.e2bn.org/gallery569.html>

# What Changes Happen to the Body in Flight?

This resource can be used in the study of the Year 6 topic: 'Animals including Humans'. The resource uses material from the archive of the 2nd Air Division Memorial Library held at the Norfolk Record Office, to concentrate on the lungs, heart and eardrums, and uncover the effects of different environments and pressures on the way the body functions.



*Extract from Your Body In Flight booklet.  
NRO, MC 371/576/4*

Our science resources include videos of the experiments in order to help you re-create them in the classroom.

# How Can We Transport and Harness Water?

This resource can be used in the study of the Year 5 and 6 topic: 'Forces'. It can be particularly helpful in looking at the effects of water resistance and friction, and in studying mechanisms including levers, pulleys and gears. The resource concentrates on how water elevators and waterwheels work, including looking at pulley systems and using water for power.



*Extract from the Boulton and Paul Water Elevator catalogue. NRO, MC 2046/1*

# Projects

## Creative Writing Competition

In Spring Term 2015 we ran a competition focusing on three diaries written during the First World War, which are now held in the archive. The diaries were written by a soldier, nurse and church army worker. We asked young people to use these personal stories as inspiration to write something creative (such as a poem or short story).

We had some great entries for the competition, and selected Hope Owen McNair as the winner of the younger pupil category and Alex Good the winner of the older pupil category.

Hope's class visited The Archive Centre in May for their archival experience, whilst Alex's family enjoyed one of our Behind-the-Scenes tours.

We hope to run a similar competition in Spring 2016. Look out for more information in the next *Schools Programme*. To read Hope and Alex's entries visit the [competition winners page on our blog](#)

*Competition winner from Fairhaven Primary School*



# History Workshops

## First World War

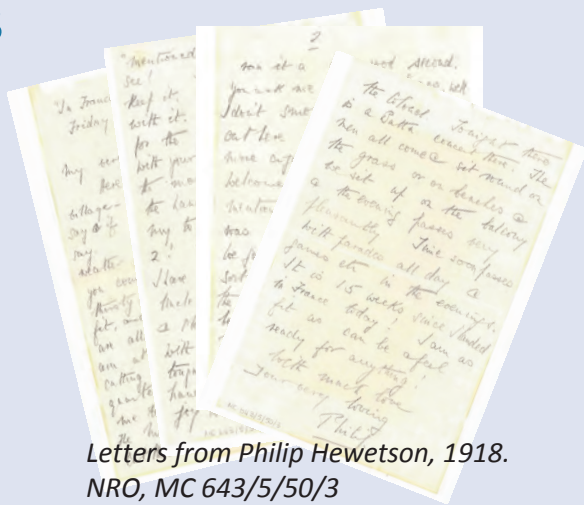
This workshop links with the topic:

‘Challenges for Britain, Europe and the Wider World 1901 to the Present Day’.

Pupils will view our exhibition about the role of women in the First World War, including local nurse Edith Cavell.

Pupils will examine the case of Philip Hewetson, an officer killed in France in 1918. Assessing the reliability of a range of documents, pupils will consider his life in the trenches, and the inconsistencies in how his Missing In Action and death were reported by the War Office, a fellow patient, and in the newspapers.

Finally pupils will work in groups to create their own propaganda based on the death of Edith Cavell, using postcards created during the First World War as inspiration.



*Letters from Philip Hewetson, 1918.  
NRO, MC 643/5/50/3*

Dates: Tuesday, 10 November, Wednesday, 25 November

## Teaching Resources

### How was Norfolk Affected by Slavery?



*Map of Donnington Castle Sugar Plantation. NRO, MEA 6/26*

This resource is useful for Key Stage 3 ‘Ideas, political power, industry and empire: Britain, 1745 -1901’, focusing on Britain’s transatlantic slave trade: its effects and its eventual abolition.

The resource will help pupils to understand the local connections to the transatlantic slave trade. It shows how Norfolk citizens both owned slaves, and also campaigned for the abolition of slavery.



# Teaching Resources (continued)

## What was the Impact of the 2nd Air Division in East Anglia During the Second World War?



*Typical aeroplane nose art. NRO, MC 376/352*

This resource can be used for Key Stage 3 in the study of the 'Challenges for Britain, Europe and the Wider World from 1901 to the Present Day.' It details the history of the 2nd Air Division, United States 8th Army Air Force in East Anglia during the Second World War, and the impact this 'friendly invasion' had on local people and communities.



# How has Leisure and Tourism Changed in Norfolk and how can it be Shaped for the Future?



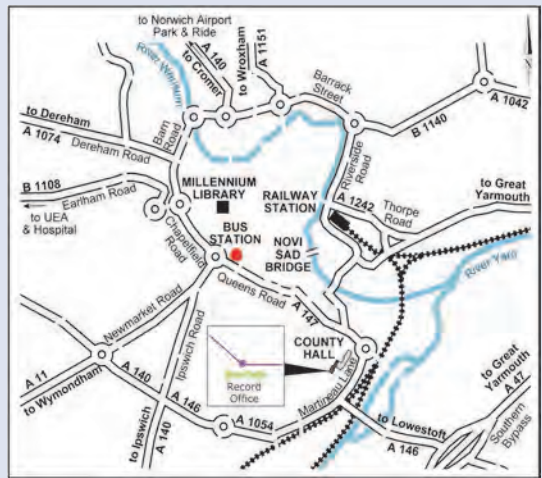
Newspaper cutting from 1998 looking at issues relating to Great Yarmouth as a tourist destination. NRO, AUD 1/1/1347

This resource is useful for Key Stage 3 'Human and Physical Geography', particularly in understanding how human and physical processes interact to influence and change landscapes, environments and the climate; and how human activity relies on effective functioning of natural systems.

Norfolk Record Office: The Archive  
Centre  
Martineau Lane  
Norwich  
NR1 2DQ

[norfrec@norfolk.gov.uk](mailto:norfrec@norfolk.gov.uk)

01603 222599



## Opening Times

If you wish to visit the Norfolk Record Office in person to carry out your own research, please note the following opening times. More information about visiting is available on our website.

Monday, Wednesday and Friday: 9am – 5pm

Tuesday: 9.30am – 5pm

Thursday: 9am – 7pm

## Contact us

To book a workshop, request a resource or speak to a member of the team about a potential project, please contact us on 01603 222599 or [norfrec@norfolk.gov.uk](mailto:norfrec@norfolk.gov.uk)

Large print version of the booklet available on request. Call 01603 222599



[www.norfolkrecordofficeblog.org](http://www.norfolkrecordofficeblog.org)



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