

Schools & Family Learning

at Norwich Cathedral



Themed guided visit programmes and workshops for secondary schools, academies, community groups and parishes.

KS3

KS4

KS5

SEN

www.cathedral.org.uk


NORWICH
CATHEDRAL



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Welcome



Welcome to our programme of guided visit options for KS3, 4 and 5.

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

With a background in Secondary R.E., English and Drama, plus Primary education and extensive experience of managing and delivering ‘sacred space’ learning across the UK, I look forward to working with your school to plan and deliver exciting learning programmes.

Young people gain so much from exploring and experiencing historical, spiritual, awe inspiring places such as this and from handling objects, encountering art, meeting believers and taking an active part in the many challenging stories that the Cathedral has to offer.

Our skilled team looks forward to enabling you and your children to get the absolute best from this wonderful place. There are many programmes in this brochure to help enhance your R.E., History, Philosophy & Ethics, Science, Art 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. We can also come out to your school to deliver exciting programmes. I look forward very much to working with you.

Janet Marshall
Head of Schools & Family Learning



About Norwich Cathedral



Who are we?

We are a vibrant, working community of Christian worship. The Cathedral is 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, prayed and worked here followed the rule and example of St Benedict.

Following on from this ancient tradition, the Cathedral is still a 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. All content is adaptable for community and parish groups.

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** For example 10.30am - 2.30pm. These may include ‘workshop add ons’.
- † **Half days** For example 10.00am -12.00pm or 12.30 - 2.30pm.
- † **‘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 for full details.

Please see separate price list for all visit charges.

Class sizes

Most of our programmes are adaptable for individual/multiple class visits or larger year groups.

Challenging R.E. in action

Our programmes are closely linked to the enquiry-based areas of study for Christianity in the Norfolk Agreed Syllabus for R.E. (and other county-agreed syllabuses). As required, our visit content will enable your pupils to:

- ENGAGE
- ENQUIRE
- EXPLORE
- EVALUATE
- EXPRESS

Our approach focuses on:

- † Engaging 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 R.E. syllabus, including Philosophy & Ethics/Religious Studies exam syllabuses. We aim to do this in a unique way as your pupils experience the awe and wonder of 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

We can provide challenging opportunities for students to engage in debate and discussion, contemplation and discovery trails in the Cathedral.

Cross-curricular opportunities

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

Something for all

All programmes are suitable for SEN and EFL pupils within mainstream schools. Special schools/academies 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 full details.

Our commitment to you

- † Competent visit leaders who aim to deliver high quality teaching throughout your visit.
- † A professional service. Your visit/workshop will be led by teachers and/or trained volunteers, all of whom have been DBS checked.
- † Content and resources that are in line with curriculum/syllabus developments, with clear aims and objectives.
- † Value for money. We keep our visit fees as low as possible.
- † A safe learning environment. There is a classroom in the Hostry (the Bowerbank Room) with coat/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 information and tours for teachers. Please tell us if you would like to arrange a preparation tour. These must 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 read through this brochure (also available to download at www.cathedral.org.uk/schools) and choose your preferred programme. Then call 01603 218320 or email headofschools@cathedral.org.uk to discuss your requirements, set a date and confirm costs.

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 the full fee (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 fee. 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 offer a refund for children who do not attend on the day of the visit.

Useful things to know before booking

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's 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 (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 the Refectory Café

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 Hospitality 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.

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 short, guided visit is great value for money!

For the same price as self-guiding per pupil, pupils gain so much more from either the 45 or 60 minute special guided visit. This will leave time for you to explore a little on your own too. Trails can be provided by us on request. It is of course even better to have a half or full day here! Talk to us about options if you are unsure.

Preparing children for their visit

We want you to 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. Please tell us on your booking form how much the children already know about the particular topic you are covering. Further guidelines are available on page 18.



Condensed general interest programmes

Shorter, cost-effective, guided visits with a general interest, History and R.E. focus.

The Cathedral Then & Now

45 or 60 minute special

KS3

KS4

KS5

SEN



This visit is ideal if you wish to 'drop in' for a short visit to learn about the history and worshipping life of the Cathedral, to coincide with visits to other venues/heritage sites in the city.

Curriculum links

- † **History** The Normans, monastic life past and present, aspects of history that are significant to the locality.
- † **R.E.** Belonging/church (why Christians meet together, types of Christian churches, the impact of the church).
- † **Expressions of belief** Rituals, practices and sacrament. What happens when someone is baptised? Why do Christians share bread and wine together? How do symbolic objects help convey meanings in Christian rituals?

What's included?

- † A 'snap shot' view of the Cathedral commencing with a guided discovery trail revealing information about the Benedictine monastic community that used to live at the Cathedral and its history since 1096.
- † Students are led on a walk from the Great West Door, through the Nave to the Choir Presbytery and High Altar at the East End.
- † Students will be given the opportunity to view, question and explore the meaning of special furniture and objects they pass along the way (for example the font, altar, pulpit, lectern, prayer stalls, misericords, Bishop's seat, organ, candles, crosses, common symbols, roof bosses, stained glass windows and decorations).
- † An investigation of the meaning of Baptism at the font.
- † Opportunities to look at pillars and arches, and to ponder on how and when this great Cathedral was built.
- † Time for questions, opinion sharing and expression of thoughts.
- † The visit ends with a short time of reflection as a thought/prayer candle is lit (suitable for all faiths or none).

*Visit programmes linked to areas of study for R.E.
(Christianity) with other cross-curricular links*

Worship & Belief Unpacked 60 minute special/half day KS3 KS4 KS5 SEN

Curriculum links

- † **R.E.** Belonging/church (why Christians meet together, types of Christian churches, the impact of the church).
- † **Expressions of belief** Rituals, practices and sacrament. What happens when someone is baptised? Why do Christians share bread and wine together? How do symbolic objects help convey meanings in Christian rituals?
- † **Trinity** Words Christians use to talk about God, symbolism used to explain the doctrine of the Trinity, the Word of God through Bible stories.
- † **History** The Norman Conquest, monasteries, abbeys, parishes and religion in daily life. The significance of developments in Church and State history to the locality. How the Cathedral has changed through time.

What's included?

- † Students are led from the Cloister to the Nave, Choir to High Altar and take part in activities and discussion about how sacred spaces, objects and furniture help Christians to express their faith through prayer and worship.
- † Students learn about the importance of the monastery and priory church from 1096 through to the reformation.
- † Demonstration of vestments worn by a priest/Bishop and their symbolic meanings and colours. Students also handle objects that are used as aids to prayer (crosses, icons and beads).
- † Key aspects/symbols of Baptism are explored and questioned as the ceremony is re-enacted at the font. Tombs and memorials prompt discussion about death and remembrance.
- † The sacrament of Holy Communion and its meaning is discussed at the altar.
- † Bible stories are explored through the Cathedral's roof bosses, whilst the impact and meaning of the Trinity is encountered via newly-installed stained glass windows.
- † A candle is lit before departure, offering time to reflect and explore its Christian symbolism.

Add-ons

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



*Devise bespoke 'stand alone' Science programmes or link with R.S./
Ethics/Sociology units. Differentiated for KS3+, GCSE & A level.*

Science & Faith Half or full day KS3 KS4 KS5 SEN



Curriculum links

- † **Science KS3** Materials, properties, forces and light.
- † **Sociology A level** Beliefs in Society - religious organisations, denominations, social change v. religious beliefs, practices, significance of religion & religiosity in the contemporary world. Relationship between social groups/religious/spiritual organisations.
- † **RS GCSE** Existence of God, religion and life, peace and conflict or other specific units.
- † **Citizenship** Wellbeing, moral, social, cultural and spiritual topics.

This visit will be differentiated according to the key stage/learning level required (eg Key stage 3/4 or exam students).

What's included?

Various features of the Cathedral (artefacts, arches, space, materials, art and furnishings) as well as people/classroom activities will be used to stimulate questioning and discussion through investigations and study tasks in this challenging, guided visit. The following examples might be included, but you are also welcome to suggest other areas of study:

- † Investigations and experiments about gravity and forces using the structures and design of the building.
- † Experiments that focus on light, with emphasis on the use of stained glass in the Cathedral.
- † Observation and investigation of materials, their properties and uses in the building and grounds.
- † Experience of the Cathedral as a place of reflection and prayer to investigate beliefs and practices.
- † Optional: Discussion group led by theologians/scientists and others to explore religion and religiosity, social groups, religious organisations and more (dependent on availability of panellists).
- † Opportunities to question mysteries of faith/existence of God through activities and discussion.
- † Lighting of candles and other contemplative actions, to reflect and explore Christian symbolism & prayer.

Add-ons

A full day visit might be enhanced by creative activities such as art, poetry, drama or music. These options can be discussed when you plan your visit with us.



Experience a taste of the monastic life as it was, before the Reformation at Norwich Cathedral Priory.

Curriculum links

† **History** The development of Church, state and society from 1066 onwards and the importance of Norwich Cathedral Priory. The Norman Conquest that led to the building of the Cathedral and monastery, investigating what life was like back then in the city/county. The English Reformation.

† **Social and moral education** Rules, living as a community, cohesion, responsibility, kindness, compassion, service.

† **R.E.** Church – a body/community of believers, expressions of belief: sacrament/ceremonies, Word of God, importance of the Bible in a monastic community and present day Cathedral. Religion in daily life - parishes, monasteries and abbeys.

What's included?

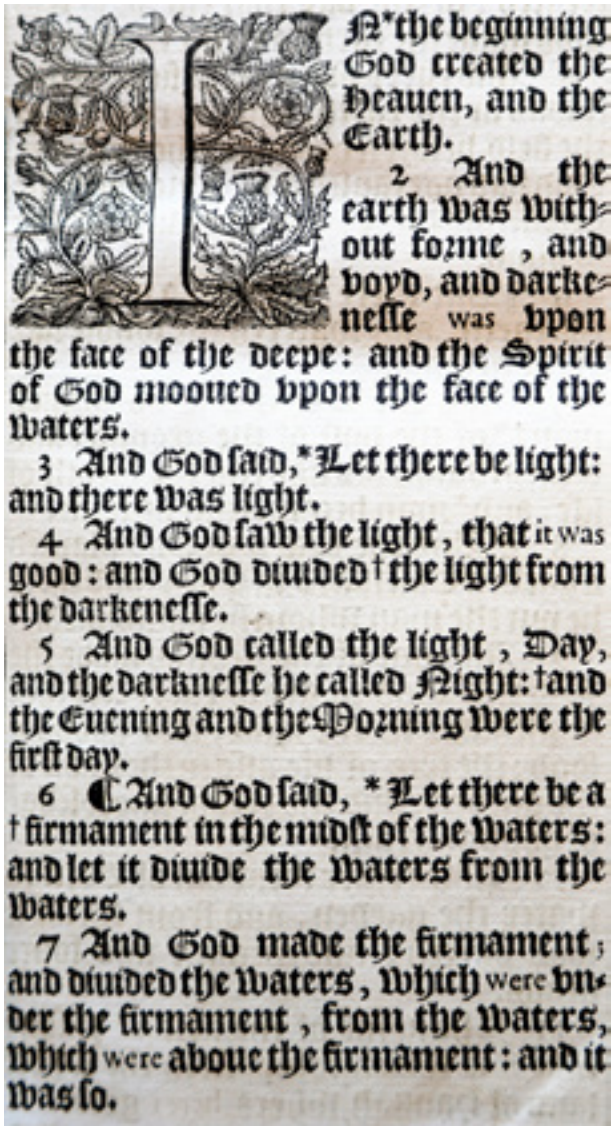
† Classroom based learning about symbolic clothing, with a demonstration of the Benedictine habit, scapula, cowl hood and girdle.

† Trace the story of how Herbert de Losinga, the 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. Find out about their daily life of prayer and worship.
- † Drama - take on the role of monks using scripts and mime.
- † Find evidence of where monastery buildings were situated beyond The Cloisters.
- † Stand in the Choir misericord stalls and learn to sing simple plainsong.
- † Take part in a chapter meeting (drama script provided).
- † Encounter the Cathedral's vast Nave with its symmetrical arches, carvings and roof bosses. Explore how people continue to worship and pray here every day.
- † Take 'time out' for a few minutes of quiet reflection as a candle is lit.
- † Write with a quill and ink to produce a medieval script. Decorate work with illuminated letters and learn about how the monks did this.
- † If time allows, visit the Herb Garden and find out about how herbs were used by the monks to make medicines and poultices.

Add-ons

Learn about the medicinal value of herbs, as used in the monastic infirmary, with a medieval herbal potions workshop!



Curriculum links

† **RS** The Gospel of Mark, teachings and authority, word of God. Parables Jesus told about the Kingdom of God, how the Bible affects 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?

† **Beliefs and questions** Gospel accounts, the Nativity story, Easter, why is Jesus important to Christians?

What's included?

You can shape the content for your visit. It will be differentiated according to students' key stage/level of learning. Plenty of time will be allowed for students' enquiry questions and discussion, as they move around the building and investigate 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? You may wish to focus on Mark or an alternative Gospel.
- † How is the Bible depicted through art, stained glass and other media?
- † Investigate how Bible stories are used in worship (Holy Communion, key festivals and daily offices).
- † Visit specially furnished areas in the building where the Bible is read (Choir, lecterns and sanctuary).
- † Opportunity to question whether believers need sacred texts 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.

Download our FREE medieval roof bosses app

Exploring the visual interpretation of Bible stories set in the Cathedral's medieval roof bosses (stone carvings) is a great way to prepare for your visit! Our app is available to iOS and Android devices and can be downloaded free of charge from the App Store or Google Play. Helpfully a wi-fi or data connection isn't needed to use the app once it has been downloaded.

RS: Peace and Conflict, Human Rights
and The Value of Human Life.

Edith Cavell

Half day

KS3

KS4

KS5

SEN



Curriculum links

- † **R.E. agreed syllabus concepts & GCSE RS** Martyrdom and self sacrifice, peace and conflict, punishment, human rights and social justice, religion and life, rules of war.
- † **History** The First World War, Edith Cavell: a local history study that became a national issue.

What's included?

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

- † Discuss and question in depth: human rights, social justice, peace and conflict.
- † Explore the reasons for WW1, forgiveness and reconciliation, self sacrifice and just war theory.
- † Investigate how the death and resurrection of Jesus are remembered daily at the altar through the service of Holy Communion and explore what this means to Christians.
- † Saints and martyrs: are they important to Christian believers? Why?
- † Optional: Discover Edith Cavell (famous Norfolk and national heroine, whose grave is situated outside the Cathedral's East End) through storytelling, specially commissioned paintings and/or costumed, dramatic interpretation.
- † Optional: Explore the importance of Edith Cavell's Christian faith, the impact of her execution and moral decision making during conflict.

Add-ons

Top up to a full day visit by adding a discussion workshop led by a Cathedral Canon/theologian. Students will be challenged/encouraged to ask pre-prepared questions for discussion about relevant syllabus topics.

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

GCSE/A level: Religious Experience and
Sociology A level: Beliefs in Society.

Religion, Beliefs & Society

Half or full day

KS3

KS4

KS5

SEN



Photograph © Katie Hart

An opportunity to investigate a range of issues, including social change and social stability; religious beliefs, practices, denominations and churches; religious experience; revelation and the existence of God. We'll plan a bespoke programme for your visit, so please tell us what you wish to achieve.

Curriculum links

- † **Units of study relating to types of religious experience** 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.
- † **First hand look at Cathedrals as worshipping communities as part of the Anglican denomination** Explore the place of 'church' in today's society.

What's included

Within the Cathedral and its side chapels students explore:

- † Acts of worship (such as Holy Communion), types of prayer, objects, symbols and how these affect believers' lives in society. Does society benefit from religious practice?
- † Which social groups become involved with 'church' and Cathedrals? Are these sacred spaces reaching out to a diverse group in society?
- † 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?
- † Debate with resident theologians and guest speakers - choose your syllabus topic and we'll lay on a challenging debating forum in our classroom/conference room.
- † Can Science and religion go hand in hand? Come and discuss this within a sacred space.

Add-ons

Why not take some time out by experiencing a directed Labyrinth walk/deep relaxation to explore contemplation and silence?

Thematic studies, religion, beliefs & practices, philosophy & ethics

Half or full day

KS3

KS4

KS5

SEN



For centuries monastic communities and Cathedrals have been venues for learning, debate and contemplation, as well as places to 'confront the un-confrontable'. Today the Cathedral is a lively hub for this and so makes an ideal venue to debate, question and investigate challenging topics. We're here to help you create a bespoke visit that links your chosen R.S. syllabus components (Ed Excel, OCR ethics, AQA - thematic studies).

Specific areas that work well in sacred spaces

- ✦ Beliefs in action, Islam/Judaism & Christianity (compare, contrast and discuss), religion, peace and conflict, deity, religious and spiritual experience, good and evil, revelation, science/medical ethics, religion and life.

Content will be differentiated according to your stated student learning outcomes.

What's included?

You can ask for specific syllabus areas to be covered as set out above, according to whichever board/syllabus you are following. This visit programme aims to offer students the opportunity to:

- ✦ Experience the Cathedral as a sacred space. Reflect and respond during a guided walk, spend time in special areas and use the opportunity to address particular topic areas whilst in the sacred space itself.
- ✦ Ask questions. For example, explore how the Cathedral offers a space where individuals and organisations confront challenging issues in the world, as well as teach and pray about them.
- ✦ Engage in a discussion/debating workshop and/or classroom activities led by our team and a member of the Cathedral's clergy team. We advise that no more than three topic areas are addressed in one session. It works well if students prepare questions for discussion in advance of their visit. We will ask you in advance which topics you have chosen so that the workshop leader can prepare.

Workshop add-ons

The following options are available, which can be discussed when booking and finalising your timetable.

Grill a priest (30 - 45 minutes)

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

Art versus icons

Explore the difference between Christian art and Russian/Greek Orthodox Icons - then create your own.

Drama in the Cathedral

A drama workshop tailored to a topic of your choosing (eg History/Religious Studies, poetry, ethical issues). We will work to plan the content with you.

Wellbeing: Deep relaxation and walking the labyrinth (60 minutes)

Relax and unwind with an interactive labyrinth walk using our outdoor (or indoor, dependent on the weather) labyrinth. These sessions will be fully led and directed by the Cathedral team.

Art in action: Colours of life

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



Mosaics

Inspired by the colourful floor mosaics in the Cathedral, students create their own glass tile mosaic coasters.

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

If you cannot get to us, let our Schools & Family Learning team come to you!

Walk the labyrinth

A challenging day of activities and discussion, that culminates in walking our 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 workshop to a single class, a year group/staff team or up to a maximum of six classes in a day.

What we need from you

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

Christianity on the Road

A 60 minute classroom session that offers a snapshot view of what faith and beliefs are for Christians, with particular emphasis on life and worship at Norwich Cathedral. Includes a focus on:

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

Meet Nurse Edith Cavell

Costumed storytelling with interactive, participatory drama telling the powerful story about Edith Cavell. Includes an emphasis on her faith, commitment and service during the war and subsequent martyrdom. Available as a 60 minute classroom session (maximum of two classes per session) or as a half day workshop. An ideal addition to your teaching about the First World War, with strong R.E. links.

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	Give verbal advice to walk, not run. Group's own adult supervision at all times, adults to open glass doors Hand rails in place. Advise on stranger danger/ adults supervise at all times. Risk level: low
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	Give verbal advice to walk, not run Close supervision from adults at all times in all areas Advise to walk in single lines, slowly Supervise when on chairs. Gratings checked regularly Misericords – adult supervision Advise not to touch sockets in floor Adults to light candles, stand well back, no loose clothing near candle stands, sand provided on stands Advise on stranger danger and adult supervision at all times
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	Give verbal advice on sensible use of tables, chairs and all materials/scissors. No running in classroom, adult supervision at all times. Keep away from glass windows/doors. Adult supervision when children using sinks/taps. Check water temperature before use. Hazard signs if floor wet and warn to keep away/take care

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.
- † **Hats** 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 R.E. topics such as:

- ✦ Visiting a place of Christian worship and getting the utmost from the Cathedral to deliver your local agreed R.E. 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...

The cost for a whole day is £150, or £90 for a half day.

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, advisors' groups/schools from different faith backgrounds and SEN schools. Twilight sessions for teachers are a possibility.

Catering can be provided at an extra charge if booked in advance with our Hospitality Manager.

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!" *Norwich based Primary School.*

"The session had everything: inspiration for artwork, awe and wonder, shape and space for Maths, History, RE. An excellent morning." *KS3 teacher.*

"The Bowerbank classroom was an ideal venue and the combination of activities about spirituality and how to use the Cathedral as an R.E. or cross curricular resource was ideal. The sessions in the Cathedral brought it all to life." *Primary School 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.

For further information on all of the above please contact Janet Marshall on 01603 218320 or email headofschools@cathedral.org.uk.



