

# MUSEUM OF CANNOCK CHASE

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Educational Visits Booking Information

Valley Road, Hednesford,  
WS12 1TD

01543 877666  
[museumofcannockchase@ihlmail.org](mailto:museumofcannockchase@ihlmail.org)

## Introduction

Dear Teacher,

Thank you for expressing an interest in booking a school visit to the Museum of Cannock Chase. This pack includes useful information about your day and forms to complete to confirm your booking. Before completing and returning these forms, please contact the museum by telephone or email to agree a visit date.

## Contents

School Party Booking Form.....	p.3
Terms and Conditions.....	p.5
Special Needs Information.....	p.6
Helpful Information.....	p.7
Risk Advice.....	p.9
Our Tours and Learning Objectives.....	p.10
Map.....	p.13
Museum Guide.....	p.14

# School Party Booking Form

Teacher's Name \_\_\_\_\_

School \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_  
Telephone number \_\_\_\_\_  
School \_\_\_\_\_  
Mobile \_\_\_\_\_  
Contact email \_\_\_\_\_  
Invoice email \_\_\_\_\_

## EDUCATIONAL TOUR REQUIRED: (Please tick)

World War II Experience. (£60 deposit)\* [ ]  
 Coal Mining Experience. (£60 deposit)\* [ ]  
 Habitat Discovery. (£60 deposit)\* [ ]  
 A Tale of Stone and Iron. (£60 deposit)\* [ ]  
 Toys and Games. (£60 deposit)\* [ ]  
 Special Event/Activity - (Please give details).....

\*Per date booked and unless previously agreed with the Bookings Officer.

- **Date(s) of visit:**.....  
The tour runs from 10am until 2.30pm. Please contact us if you think you will be arriving later or departing earlier.
- Number of children attending:..... (*Please note that you must inform us if this number subsequently changes so that we can ensure that your party has the correct number of guiding staff. If you fail to do so you may incur an extra charge.*)
- Age of children attending:.....
- Number of adults attending (no charge):..... (*minimum - 1 adult: 10 children*)

## IMPORTANT

Please complete the special needs form should any of your children have additional needs as this helps us to provide a better service.

## Goody Bag Service

Children are able to use the Museum gift shop during their lunch break. Children can visit the gift shop in supervised groups of ten at a time. The Museum also operates a pre-order goody bag service. **Please use the boxes below** to confirm goody bag numbers or to let us know whether your students will be using the gift shop. Any changes to your shopping preferences (use of the gift shop, amount of goody bags etc.) must be made **one week prior** to your visit. We may be unable to honour changes made less than a week prior to your visit.

Goody bags contain gifts related to the relevant tour, museum branded items and small gift items. If you would like to use this service please indicate which price goody bag you would like.

Shopping     Goody Bags     Neither

If you wish to order **Goody Bags**, which value bag would you like?

£3.00     £4.00     £5.00

How many goody bags would you like to order? (NB Any changes to this number must be made **at least one week prior to your visit**).

## Visit Deposit

A deposit is required in advance of your visit. You will be invoiced for this amount, £60, by Inspiring Healthy Lifestyles on return of your booking form. The balance will then be payable by invoice. Invoices are emailed by the IHL accounts system email address: [agresso@ihlmail.org](mailto:agresso@ihlmail.org).

**PLEASE NOTE: For Staffordshire County Council funded schools, we require an open-ended Purchase Order no. to enable us to invoice for the deposit and balance using the same number.**

**Please do not send a cheque or cash with this booking form.**

## Payment

Tours **start at** £5.95 per child. Please confirm the latest price of your tour with the Bookings Officer. There is *no charge* made for adult supervisors.

## Supervision

For health and safety reasons, we ask that you bring **at least** one adult for every 10 children and children must be accompanied at all times. As you will see from the timetable, your party will be divided into groups, with some of the activities *teacher-led*. For this reason, we would advise that you allow at least *two* adults per group once your party has been divided.

## Terms and Conditions

1. A deposit (as specified on the booking form) is required to confirm your booking. **Please do not send any money with this booking form - you will receive an invoice from Inspiring Healthy Lifestyles when you return this booking form to the museum.** Details of payment can be found on your invoice.
2. The remainder of debt will be invoiced for following your visit. Please note that this will be based upon the number of attendees given to the museum by the school *at the time of the visit*. No subsequent refunds can be made unless due to an error by the museum. **Please note that if you wish to cancel the booking you must telephone and speak to someone at the museum in the first instance.**
3. The tour you have requested will be reserved provisionally until your deposit is received.
4. Goody bag requests to be confirmed one week before your visit, otherwise you may be invoiced for the original number requested on booking.
5. A booking is subject to **a minimum number of 20 children per day**, *except* in exceptional cases as agreed in advance with the Bookings Officer. If the number of children attending on the visit changes from the number you state on the booking form overleaf, you *must* inform the museum so that we can ensure that your party has the correct number of guiding staff. If you fail to do so, you may incur an extra charge. There are a maximum number of 60 for a WW2 Experience Tour.
6. The booking form must be completed in full and returned to the museum within one week. **Please give as much detail as possible, particularly about any special needs your children may have.** The person signing the form will be responsible for the booking and compliance with these conditions.
7. Inspiring Healthy Lifestyles can accept no responsibility for any personal injury or death, loss or damage which may occur during the signatory's stay on the Museum's site.
8. The signatory shall ensure that nothing shall be done or omitted during the stay which is illegal or in contravention of any regulation or statute or could be deemed to bring Inspiring Healthy Lifestyles into disrepute or which is likely to invalidate any of our insurance.
9. Inspiring Healthy Lifestyles reserves the right to cancel the booking at its sole discretion without giving any reason. In the case of cancellation by Inspiring Healthy Lifestyles, the signatory's payment will be refunded in full.
10. Cancellation policy: If cancellation is a month before your visit the deposit is still payable. If cancellation is less than a month the following charges will be applicable including the deposit. 3 weeks before - 20% of cost payable. 2 weeks before - 50% payable. 1 week before the full cost of visit will be charged.
11. For health and safety reasons, children must be accompanied at all times by a responsible adult at a ratio of at least **1 adult to 10 children, preferably 2 adults per 15 children**. The group leader will be responsible for the behavior of members of the party for the duration of the visit. A risk assessment will be provided by the museum in advance of the visit - whilst on site, you *must* ensure that your group complies with the conditions stated in the risk assessment.
12. Visitors to the museum are expected to abide by the terms of the 1964 Public Libraries and Museums Act. Copies are available on request.

## Special Needs Information

Further information about children in the group with special or individual needs.

The museum is experienced in catering for children with special or individual needs, and is aware that these needs vary widely. Our commitment to 'Every Child Matters' means striving to provide the best experience possible for each child that visits the museum. How the museum prepares for a group can have significant impact upon the success of an educational visit.

In order to meet the specific needs of your children, please could you tell us more about any of the children in your group who have any special or individual needs. Whilst we have some general knowledge of particular medical conditions, it would be helpful if you could provide as much detail as possible about how your children are specifically affected with regard to facilities you will need. *We will, of course, keep this information in strictest confidence and it will not be made available to anyone other than the staff who will be working with the children during your visit. You do not need to identify any children by name unless you wish to.*

Questions you may like to consider include:

- Do any of your children require the hearing loop or any other equipment?
- How can we assist any children with visual impairment?
- Are there any children with mobility difficulties? If so, how can we assist? Would these children benefit from using a table for the artefact handling session?
- Does your school use any particular learning and teaching methods that the museum may benefit from knowing about?
- Are there any situations that may prove difficult for any of your children? If so, please tell us about them.

**We are also aware that children often have other requirements relating to ethnic background, culture, religion or language. If this is the case, please let us know.**

Please give details below. Please return this form to the museum with your main booking form.  
*Thank you.*

# Helpful Information

## Our Location

A **map** showing where we are is attached. It might be worth passing this on to your coach driver as we are often confused with the Cannock Chase Visitor Centre or the German War Cemetery. Please also see the attached sheet for important visit information.

## Accessibility

The museum has disabled access in the form of ramps, a stair lift, one wheelchair and accessible lavatories. For more information, please see our Accessibility Guide available on the museum website.

## Pre-Visit

We suggest that arranging a pre-visit to the museum would help to familiarise you with the site, allowing you to write a risk assessment and providing the opportunity to discuss any issues relevant to the visit. Please contact the Bookings Officer if you wish to make an appointment.

## Eating

Children will need to bring a packed lunch with them. A room will be provided for use at lunchtime. Please ensure that buildings are left clean and tidy after lunch; dustpans and brushes are provided. Museum staff will not supervise lunchtime so please ensure at least two members of staff are available to supervise each group.

Due to refuse arrangements on site, we ask that schools take packed lunch rubbish home with them. Failing this, we ask that pupils are encouraged to use recycling bins where possible.

## Emergency Situations

The fire alarm is tested on a Thursday between 10.45 and 11.00am. During tests you do not need to exit the building unless instructed to do so.

In the event of an emergency situation, an alarm bell will sound in the main museum building. The fire alarm only sounds in the main museum building; if you see or smell fire elsewhere on site please report it to reception if safe to do so.

If you hear the fire alarm at any other time or see/smell fire elsewhere, stop what you are doing, and follow the instructions from the member of museum staff with you. If it is lunch time the teacher/group leader will escort the group to the fire assembly point.

The group leader/teacher is responsible for members of the group. Please follow instructions from Museum of Cannock Chase staff who will direct you to the nearest safe exit. **The museum assembly point is in front of the Craft Workshop.** Remember, do not put yourself at risk, act quickly and remain calm.

## First Aid and Health and Safety

There is always at least one First Aid trained Museum of Cannock Chase staff member on site. If first aid is required, please notify a staff member who will make contact with a trained First Aider via radio.

Please report all accidents and health and safety concerns to a member of museum staff.

Children must always be supervised when crossing Valley Road. Everyone should walk within the yellow lines when walking around site.

## Coffee Shop

Adults accompanying educational visits may wish to use the coffee shop, which sells hot drinks and snacks such as crisps, cakes and chocolate bars. *Please note no food or drinks are to be consumed in the galleries, or educational spaces, other than at lunchtime and formal breaks.*

## Other Information

Children should wear name badges displaying their first name. Children should also bring coats in case of poor weather as some activities take place a short walk away from the main museum building.

The children will be divided into groups. You will receive a timetable for your day outlining groups' activities.

Photography is permitted in the museum, but permission must be obtained from reception before any photographs are taken.



## Risk Advice

The advice below is provided acts as a tool to highlight some of the potential hazards during your school visit. It is not exhaustive and **should not** be used in lieu of a full risk assessment. Museum risk assessments are available on request but we strongly encourage teachers to carry out their own risk assessments prior to their visit.

<u>Location</u>	<u>Hazard</u>	<u>Required Controls</u>	<u>Risk Level</u>
Car / Coach Park and Valley Road	Moving Vehicles	Safety briefing upon arrival. Adult supervision.	<u>Low</u>
Museum Site	Slips Trips and Falls	Children advised to hold banister when using stairs. Staff supervision if lift / stair lift is required. Museum is cleaned daily and educator(s) ask teachers to ensure areas are cleaned following lunch time. Children are advised to walk, not run, whilst in museum building and site.	Low
Museum Galleries	Possibly injury from restricted spaces in galleries.	Museum Educator(s) ask children to be careful when moving forward to take part in demonstrations in museum galleries due to space restrictions.	Low
Educator Demonstrations	Possible injury from handling hazardous museum artefacts.	Gloves to be worn when handling.  Teachers to supervise activities such as riding rocking horse.	Low
Toys and Christmas Wishes Tour	Risk of injury from playing with toys.	Museum Educator(s) demonstrate to children how to play with wooden toys safely.	Low
Outbuildings	Injury/ harm caused by using art materials.	All scissors used are 'safety' scissors.  Glue used assessed under COSHH risk assessment.	Low
Hednesford Hills and Castle Ring	Tours involving outdoor walking pose risk of injury/ harm from poisonous plants, adders, insects and children wandering off and getting lost.	Museum Educator(s) to lead walk using identified route.  Museum Educator(s) give health and safety briefing before walk.	Medium
Fields/ grass areas used for picnics.	Proximity to road, stings and bites from plant and animal life and uneven ground pose risk of injury.	Teacher decides whether to use area or not.  Children must be supervised by teacher when near the road.  Teacher is informed of hazards on field (unevenness, brambles).	Low

# Our Tours and Learning Objectives

Your group should be able to expect a variety of learning outcomes from your visit to the museum. For every tour, there are a number of generic learning experiences, as well as those specific to the topic.

All of our tours are designed to meet a variety of learning styles, including listening to talks, demonstrations, handling artefacts, quizzes, role play, etc. For every tour, children should be able to:

- Experience a learning environment outside their own classroom.
- Experience and handle museum artefacts and/or site and resources and learn about why and how we look after them.
- Undertake active learning activities which are designed to make learning enjoyable and memorable.

Each tour can be experienced at any stage during your topic, and will be adapted to suit the level of knowledge your children have already attained before they visit.

## Specific Learning Outcomes for Each Tour

### World War II Experience

Through first hand contact with museum artefacts, children can expect to learn about the World War II Homefront - including rationing, the blackout, air raids, make do and mend, home life, evacuation, costume and other related topics.

An artefact box exploration and self-led rationing activity will be completed during the day and the answer sheets can be taken back to school once completed for follow up work. These encourage children to listen and record what they have learned or discovered.

The evacuation role play enables children to empathise with children who were evacuated, through the imaginative creation of different scenarios based around real experiences from the war.

Children should also learn about how our local area experienced World War II.

Materials are supplied for related art and craft sessions back at school.

A teacher's resource pack enables follow up work to be completed at school, building on the activities undertaken throughout the day and is included in your visit.

### From Coal Face to Fire Place

Through first hand contact with museum artefacts, children can expect to learn about the history of coal mining - including working conditions, the dangers of mining, miner's experiences, mining equipment, mining disasters, the miner's home life and other related topics.

Children will also experience the site of a former colliery, which is where the museum now stands and understand how the use of the site has changed.

Explore the coal mining gallery with a teacher led quiz to learn about coal mining in the local area. The mining home life session will enable children to experience and handle old household objects and compare them to modern items in their own home.

This tour also enables children to learn about their own locality and how it has changed, as coal mining was once the main industry of the Cannock Chase area.

The museum shop sells a variety of books and resources to provide more information on this topic for follow up work back at school. Information about the local coal mining industry to assist with teaching the topic at school is available from our archives by prior arrangement.

### Toys and Games Past and Present

Children can expect to learn about the history of toys - including how toys have changed over the years and how they have stayed the same. Through handling museum artefacts, they will learn about what toys were available at different times, what the toys were made from, how they were powered and how children played.

On site visit:

- Toys Exhibition session - handle toys from past and present, materials, the origin of toys.
- Dance session - how toys are powered, music and movement.
- Games session - play games from the past, physical co-ordination, singing games.
- Art session - make peg dolls, a toy from the past, art and craft skills.
- Punch and Judy show and puppet handling session - entertainment from the past, puppets and puppetry.

A Toys Teachers Pack is available for follow up work at school.

### Habitat Discovery

This tour is slightly different to our other tours in that it utilises the museum`s proximity to an area of heathland to teach children about habitats by focussing on one type of habitat in particular. This can then be compared to other habitats back in the classroom. Children can expect to learn about why heathland exists, its importance, manmade habitats, animals and plants that live on heathland, how heathland resources have been used through history and how we look after heathland now.

A slide show introduces images of heathland and the plants and animals that live there, followed by an active session learning about environment webs and how animals and plants depend on each other within the habitat. Other activities highlight the importance of heathland management. The heathland walk enables children to use the knowledge they have gained in the morning to identify characteristics of heathland. Children experience an area of open space and the physical activity of walking. Simple exercises introduce map reading and plant survey skills. Collection of plant samples on the walk imitates how heathland is managed by grazing, to illustrate how this needs to happen to preserve the habitat. These can be taken back to school for a nature table, collage activity, etc.

### A Tale of Stone and Iron

Children can experience first hand the skills needed to survive as a Stone Age hunter gatherer and how the rise of settlements and hill forts replaced this way of life. Led by museum educators trained by archaeologists.

Time travel to the distant past and spend the morning in the Stone Age and the afternoon in the Iron Age.

Move with the seasons as a hunter gatherer, following food sources and living off the land.

Learn new survival skills in each seasonal camp. From nettle cordage, willow weaving fish traps, and keeping warm in winter.

Try using spinning wool and make a clay pot. How is life different now?

Travel to Castle Ring to see the remains of an Iron Age settlement. Here your Iron Age guides will walk you around the ramparts and explore why this spot was chosen and what it was used for. (NB Appropriate outdoor clothing and footwear is required as much of the day is outside. The school is responsible for transport between sites. Castle Ring is a scheduled ancient monument which does not have toilet facilities).

### Learning Objectives for your visit to the Museum of Cannock Chase

In order to help us maximise the effectiveness of your visit and support your learning back at the classroom, please complete this short questionnaire and return it with your booking form.

What are your learning objectives for your school visit to the museum?

At what stage will the children be in learning the topic when you visit? For example, will the visit be an introductory session, in the middle of your topic, or at the end to sum up and consolidate the learning they have done in the classroom?

What do you hope to gain from the visit that can't be achieved in the classroom?

How could the museum assist you further in teaching your topic? For example by providing further resources or information?

When you visit the museum, we will also ask you to complete an evaluation form so that we can find out how you rated your visit. We read and act on all comments we receive wherever possible, and if not, we are happy to explain why we are not able to make the changes suggested.

Thank you.

# Map

The museum is just 15 minutes' walk away from Hednesford bus and railway stations. It is easily accessible by car and coach from the M6 and M6 Toll, and A460, with ample parking.

## Map of Hednesford



Museum of Cannock Chase, Valley Road, Hednesford,  
Cannock, Staffs, WS12 1TD.  
Tel: 01543 877666

# Museum Guide



**Museum**  
of  
**Cannock Chase**

BRINGING THE PAST ALIVE

[museumofcannockchase.org](http://museumofcannockchase.org)



[/museumofcannockchase](https://www.facebook.com/museumofcannockchase)



[@DavyTheCanary](https://twitter.com/DavyTheCanary)



[@museumofcannockchase](https://www.instagram.com/museumofcannockchase)

A GUIDE TO THE  
**GALLERIES**

Inspiring  
healthy  
lifestyles

**1940s Room**  
See how a house would have looked at the end of the Second World War.

**Coal Mining Gallery**  
Find out about our local mining story in this interactive gallery packed with hands on exhibits and historical artefacts.

**Miner's Cottage**  
Step back to the turn of the twentieth century to see how a local miner would have lived.

**Local History Gallery**  
Explore the many aspects of the area's rich history.

**Temporary Exhibition Gallery**  
Ask at reception about our exhibition programme.

**Toys and Games! Past and Present**  
Follow the timeline and discover the history of play things, then have a play in our interactive toy room.

**Gift Shop**

**Coffee Shop**

**Reception and Information**

**MAIN ENTRANCE AND OUTDOOR SEATING**

**Conference Room**  
Available to hire, this space is also home to temporary exhibitions and displays.



**Cannock Chase COUNCIL**