

THE JOHN MOORE MUSEUM
NATURAL HISTORY | HERITAGE | LIVING VOICES

Teacher Pack

Everything you need to know about visiting the John Moore Museum



History – R.E. – Science – Art & Design – D.T. - SMSC

Primary & Secondary Workshops, Outreach and
Museum Loans

johnmooremuseum.org - 01684 29717 - education@johnmooremuseum.org



Contents



1. Introduction	2
2. Location	3
3. Opening times, booking and contacts	4
4. Education services	5
5. Essential information	7
6. Preparatory & Follow Up Activities	8
7. Pricing and payment	8
8. Supervision and teacher/adult: pupil ratio	10
9. Special education needs	10
10. Our staff, safeguarding and child protection	10
11. Health & safety including risk assessment	11

1. Introduction



Welcome to the John Moore Museum. This pack is designed to introduce you to our Education Service and to assist you with planning a school visit.

About Us

The museum is made up of three historic properties and gardens. All three buildings are 15th century timber-framed buildings, two of which originally provided living and business premises for merchants and their families and the third transformed into a chapel during the 18th century.

The main John Moore Museum is home to an extensive Natural History collection featuring specimens of the mammals and birds native to our countryside. Here you can introduce your class to the wonders of the British countryside and get 'up close and personal' with some of the country's shyest creatures.



Just a few doors down the street is the Merchant's House, a two storey building which has been beautifully restored and furnished to show the construction of a 15th century Tudor shop and dwelling. Pupils can step back in time and enjoy a rare glimpse into the lives of 'ordinary people' as they are encouraged to compare these living conditions with their own.

The houses are also brilliant examples of medieval and Tudor building construction with many of the original oak beams, joints and wattle and daub panels still forming part of the structure.

The museum has recently restored and improved the Old Baptist Chapel, a heritage building located opposite the museum. This fascinating building has a rich history as a medieval home, a Baptist meeting place and later Victorian cottages. Here your pupils can learn about places of worship by looking around both the chapel and the Abbey (situated opposite). It is also now a welcoming activity and lunch space, equipped with a DDA-compliant toilet and kitchenette (for that all-important cup of tea!)

2. Location

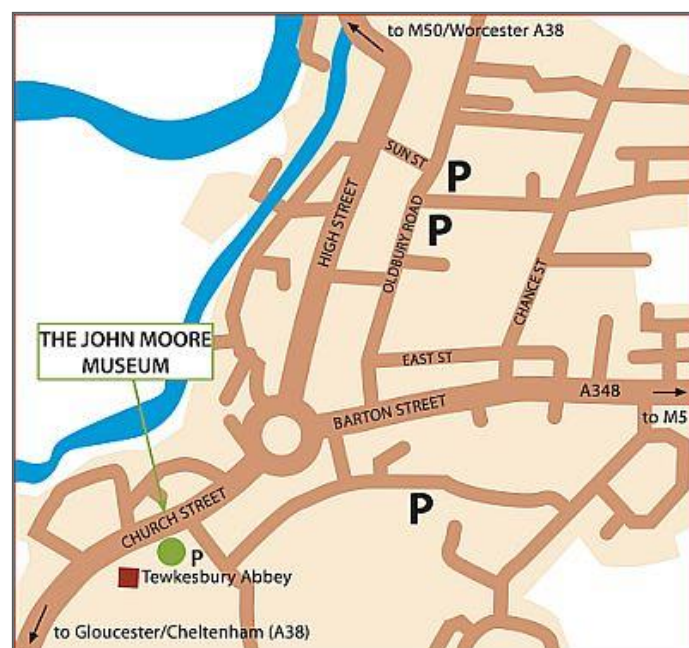


The Museum is positioned on Church Street, Tewkesbury, in the late-medieval row of timber-framed buildings, which back onto the Abbey. This is just a short walk from the centre of town.

Take Junction 9 off the M5, or follow the A38 and follow the signs to Tewkesbury Abbey.

There are several car parks nearby, the nearest being on Gander Lane, next to the Abbey. If you travel by coach, we recommend that you are dropped off at the Crescent, the bus stop adjacent to the row of medieval buildings in which the museum is based. Museum staff will meet you here.

The Old Baptist Chapel is situated across the road from the other two buildings. There is a pedestrian crossing immediately outside the museum that the group can use when moving between buildings.



3. Opening times, booking and contacts

Opening Times

We are open for school visits and outreach sessions **all year round but booking is essential**. Our typical school visits take place between 10am and 2.30pm, Tuesday to Friday (we do not open on Mondays). We are very happy to adjust timings to fit your requirements.



If you are planning on visiting us before booking, our general opening hours are as follows:

1



April – 31 October

Tuesday – Saturday

10am – 1pm and 2pm - 5pm (last entry 4.30pm)

Winter opening

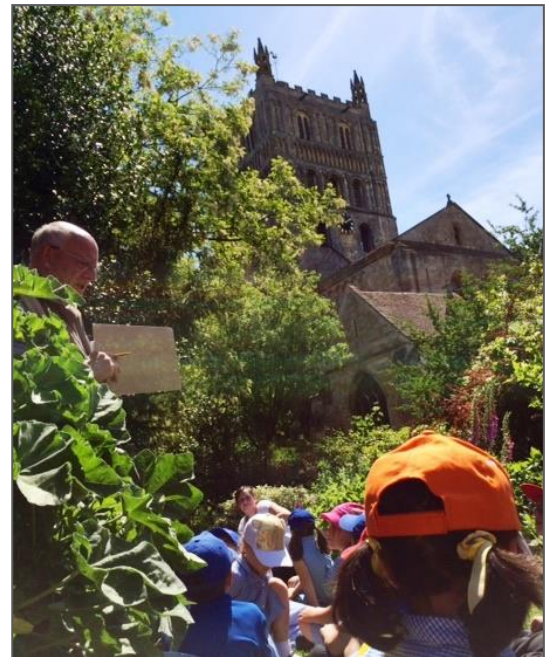
We are open to the public most Saturdays, school holidays and Bank Holidays, 10am to 1pm, 2pm – 5pm. However, schools are welcome to visit all year round.

Making a booking

Contact us

To enquire or make a booking, please contact Kirstie, our Learning & Access Officer by email at education@johnmooremuseum.org or call us on 01684 297174. To make a booking, we will need to know:

- How many pupils you would like to bring to the museum
- When you would like to visit the museum (having a few dates ready is useful)
- What you would like to do when you are at the museum. A full list of workshops can be found at <http://www.johnmooremuseum.org/education-3/show-me-everything/>



We know you have to check dates with coach companies and other staff, so we are very happy to hold a date, or even two, whilst you confirm it at your end.

Prior to your visit you will receive:

- a **school visit booking form**. Please complete this form in as much detail as possible and return it to us as soon as possible
- an **itinerary** and a copy of any relevant worksheets

Please contact us to request any alterations; we are always very happy to alter timings and content to your requirements if it is possible.

Cancellations

We would appreciate a week's notice if you would like to cancel or rearrange your visit.

Pre-visit

Teachers can visit the museum for FREE and we recommend that you do so in advance to prepare for your class visit. You can drop in during open hours or arrange to visit when we are closed to the public, for example, in winter when museum staff are on site but the buildings are shut to the general public. If you would like to check opening times or arrange for a member of staff to meet you, please get in contact with us. *(Please note: We are not open on Mondays).*

Contact Us

Kirstie Bingham
Learning & Access Officer
The John Moore Museum,
41-42 Church Street
Tewksbury
Gloucestershire
GL20 5SN
01684 297174
education@johnmooremuseum.org

4. Education services

The John Moore Museum has developed a countywide reputation for its excellent education & outreach service and is the proud recipient of a Sandford Award for heritage education.

We provide a range of resources and workshops for schools and groups of all ages, abilities and interests.

If you cannot find a workshop that matches your exact requirements please contact us and we will be happy to discuss ways in which we can tailor our sessions to meet your needs.

Workshops



We offer a number of workshops and resources differentiated for each year group and curriculum requirements. We currently cover the following topics:

- History: medieval & Tudor & local history**
- Religious Studies: places of worship, persecution and toleration**
- Science: Living things, habitats & adaptations**
- Design Technology: tools & materials**
- Art & Design: observation, techniques & materials**

For a comprehensive list of our workshops, including full details of NC links, please visit our education pages on our museum website

<http://www.johnmooremuseum.org/education-3/>



5. Essential Information

What to bring

If possible, it is helpful for pupils to bring clipboards and pencils.



The Museum and Merchant's House are original buildings dating from the 15th century. The stairs and floor of the Merchant's House are very uneven and it can get *very cold*. Pupils and teachers should therefore wear warm clothing and appropriate, practical footwear.

Toilets

There are no toilet facilities at the main John Moore Museum and Merchant's House but school groups may use the Abbey's toilets approximately 100 metres away. These can be accessed via the Abbey Lawn at the rear of the buildings. There is a DDA-compliant toilet in the Old Baptist Chapel.

Bags

We can store bags and lunches at the museum.

Lunch & Break

If it is good weather, you can picnic on the Abbey lawn. If the weather is poor, you can use the Old Baptist Chapel.

We ask that you tidy the area of all litter after you have finished your lunches. If you need a rubbish bag, please let us know.



Photography

We recommend bringing cameras as there will be plenty of opportunities to take snaps of pupils. As groups are split across the buildings, it is idea to have 2 or 3. Flash photography is allowed in all parts of the Museum.

Accessibility

We aim to provide intellectual, physical and emotional access for visitors wherever possible.

Due to the nature and age of the buildings, access is limited for wheelchair users or visitors with mobility difficulties. With prior knowledge, we can base tours and activities mainly on the ground floor.

The downstairs of the Old Baptist Chapel has wheelchair access and there is a DDA-compliant toilet.

Shop

We have a small shop selling a selection of posters, post-cards and pocket-money trinkets. We recommend between £2 and £5 spending money per child.

Alternatively we can provide pre-prepared goodie bags for £3 each which include a gem stone, book mark, a stretchy toy and a pewter historical item such as a coin or figure. We can invoice the school afterwards to avoid pupils having to carry cash.



Animal artefacts

Our animal artefacts are all modern taxidermy specimens, which died of natural causes or from misadventure. They are safe to touch but we recommend that visitors wash their hands before eating.

6. Preparatory and follow-up activities

Before you visit, we recommend that pupils have a basic knowledge of the focus of their workshop, such as knowing the key words. For example, *Tudors*, *habitats*, *abbey*. You may like to look at our website – www.johnmooremuseum.org – to prepare your group for a visit. You will find interactive building tours under ‘Our Collections’, which are useful for both pre- and post-visit class work.

7. Pricing and payment

Payment before or on the day of the visit is preferred and if you do so, you will receive a £5 discount. You can pay by cheque or cash (with regret, we do not have a card machine). We will provide a receipt.

Alternatively, we can send an invoice following the visit. Payment can be made by BACS, cash or cheque (made payable to ‘The Abbey Lawn Trust’). **NB: In order for us to track payments, it is important that the name of the site is clearly stated on all BACS payments.**

Museum workshops

£4 per pupil (per visit not per workshop)

All teachers and helpers are FREE



Outreach sessions



If you can't come to us, we are happy to come to you.

We recommend that an outreach session lasts 1-2 hours. You may wish to include a break in the middle, especially if it is a longer session or the children are very young. Some schools like to book two consecutive 1 hour sessions for different groups (please note that the maximum size per group is 30).

A 1 hour workshop costs £20, 2 hours is £40 etc., plus travel expenses (40p per mile). We do not charge for setting up, breaks and travel time.

Our sessions involve objects from the museum collection and therefore we will require a table on which to display them. If teaching to more than one group, we would ask that the objects are not moved from room to room.

Museum loans

You can arrange to borrow one of our Tudor, Traveller, Natural History or Play Loans (for younger children) handling boxes. Some boxes can be borrowed for FREE, others cost between £10 and £30 for a two week loan. Our items are robust and intended for children to handle.



8. Supervision and teacher/adult : pupil ratio

Whilst our staff are experienced at working with children, teachers and accompanying adults are responsible for their groups' behaviour at all times. We politely request that you remain with your group at all times.

Recommended adult to child ratios:

Aged 0 - 2 years: 1 adult to 3 children

Aged 2 - 3 years: 1 adult to 4 children

Aged 4 - 8 years: 1 adult to 6 children

Aged 9 - 12 years: 1 adult to 8 children

Aged 13 - 18 years: 1 adult to 10 children

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

We warmly encourage you to bring additional members of staff where possible and do not charge for adults.

9. Special Education Needs

It is never too early to make us aware of any intellectual, physical or behavioural special education needs. Wherever possible, we will tailor what we do to suit the needs of your pupils and staff. You will find a section on the booking form where you can tell us about any SENs.



How much detail should you include? Please tell us about any SENs which would impact on the access, comfort and safety of your visit. You do not need to provide us with the names of pupils and / or staff.

10. Our staff, safeguarding and child protection

Every effort has been made to ensure a safe environment in which your pupils can engage and enjoy all we have to offer.

- The workshops are led by museum staff and freelance reenactors, all of whom are experienced and enjoy working with children and young people.
- We also enjoy the support of a small group of volunteers, most of whom have previous experience working with children and young people.
- Only eligible museum staff are DBS checked. Some workshops will be led and supported by museum staff with a DBS check, something to bear in mind when you are organising which school staff should accompany the pupils.

- We expect you to meet the teacher: pupil ratio guidelines, especially as your class will generally be separated into smaller cohorts throughout the day. Each smaller group will be accompanied by at least one member of museum staff with at least one member of school staff.
- During your visit, the museum will be closed to general visitors, meaning you and your pupils can relax and enjoy the collections without concerns over other people in the space.

11. Health & safety including risk assessment



Every effort had been made to create a safe and welcoming environment.

- You will find our risk assessment on the following pages
- Museum staff will meet you on arrival and provide a welcome to the group. During this, we will introduce our staff, go over emergency procedures and highlight any potential risks. Specific concerns, for example, the stairs in the Merchant's House, will be highlighted by the facilitator at the beginning of that workshop.
- If you have not visited the museum before, we recommend doing so before your visit.

First Aid

The museum does not provide a dedicated First Aider.

We have First Aid kits in the Old Baptist Chapel and in the main John Moore Museum office.

Should injury or illness occur, the local community hospital is located on Barton Street, less than a mile from the museum.

We take the health and safety of our visitors very seriously and you are welcome to make a free, preliminary visit to assist you in the preparations for your visit. This can be done free of charge. If you would like to meet our Learning & Access Officer during a pre-visit, please contact Kirstie on 01684 297174 or education@johnmooremuseum.org



John Moore Museum Risk Assessment		
	Hazard	Action
Accessibility	Due to the nature of the buildings, physical access is limited for wheelchair users and visitors with restricted mobility.	It is possible to access the ground floor of the Old Baptist Chapel with the aid of a ramp. Please contact us in advance if you wish to discuss accessibility arrangements.
Buildings	The John Moore Museum, the Merchant's House and Old Baptist Chapel are late 15th century, timber-framed buildings with steep internal stairs, high thresholds between the rooms and low door frames. The stairs and floor in the Merchant's House are very uneven. The Museum, Merchant's House and the Old Baptist Chapel can get <i>very cold</i>, particularly in the winter. The balcony in the chapel is low.	Before entering the buildings, a health and safety briefing will be carried out to ensure that all visitors are aware of the hazards and understand how to conduct themselves safely. It is essential that visitors wear appropriate, practical footwear and do not run. Visitors should wear warm clothing. Pupils should only go up-stairs with an adult to supervise them. Please do not lean over the balcony.
Gardens	Gardens are attached to the main museum building and the Merchant's House. Both have stone paths which are slightly uneven and can be slippery when wet. Stone edging and plants can encroach on the paths. Some plants in the gardens are poisonous if eaten. The Secret Garden is located immediately behind the main John Moore Museum and requires crossing the service road behind the buildings. There is a pond in the Secret Garden.	Wear appropriate footwear and take care when moving between the buildings. Please do not eat the plants and wash your hands after handling any of the flora. Whilst vehicles using the service road are few, we ask that visitors take care crossing the road. When walking round the pond, please be aware at all times. School groups will not use the pond area unless supervised by museum and

	The gardens attract wildlife and insects, including bees and wasps.	school staff. Visitors should keep a safe distance from wildlife
Child Protection	The sessions and events held by the John Moore Museum will be led by trained interpreters/re-enactors, education staff and/or volunteers. Eligible staff undertake DBS checks but some workshops may be run by staff without DBS checks. Most schools undertake 2 or 3 workshops during the visit.	Please ensure you have the correct number of school staff accompanying the group and that they have the appropriate requirements for being left in charge of a group. Provided visiting schools apply the recommended adult: pupil ratio, there should be no opportunities for pupils to be alone without a member of school staff present. Museum staff receive training regarding working with children and young people.
Emergency Procedures	The buildings are separate 15 th century properties	On arrival, museum staff will outline emergency procedures. The John Moore Museum is subject to regular fire alarm tests. Emergency exits are clearly signed in all public areas In the event of an emergency please leave the buildings by the nearest exit and assemble in the back garden of the property. Or if in the chapel, please assemble at the entrance to the alley on Church Street. Take care with the traffic.
First Aid	The museum cannot guarantee the presence of a qualified first aider.	Please ensure that your group is accompanied by an adult qualified to administer first aid. There is a hospital less than a mile away. First Aid kits are available in the main John Moore Museum (kitchen) and in the Old Baptist Chapel (entrance). We advise that schools bring their own First Aid Kit and are aware of any medical issues affecting pupils & accompanying staff. Where appropriate, please let museum staff know of potential issues.

Loans/ Handling Boxes	The loans/handling boxes contain a selection of replica objects and specimens made from a variety of different materials. Some of these objects are very heavy whilst others may be sharp or contain small parts.	Children are asked to wash their hands before and after handling the objects. Please don't cook with or eat off the artefacts. Handling instructions are included with every loan. If you have any particular concerns, please speak to us and we will not include any items you have concerns about.
Natural History Exhibits	There are a number of taxidermy specimens on display in the museum which may be handled by the children. Some exhibits are displayed in free-standing glass cabinets.	Children are asked to wash their hands after handling the specimens. The glass in these cabinets is safety glass. Please ensure that pupils do not run around whilst inside the museum.
Supervision	Due to the age and size of the buildings there are strict health and safety guidelines regarding how many people we may have within the buildings and on each of the floors at any one time.	Please ensure that your pupils are supervised at all times and that appropriate adult: child supervision ratios are observed. Please ensure adult helpers are aware of their roles and responsibilities.
Vehicle Traffic	There is a designated drop off and pick up point for coaches in the Crescent. Access to the museum is via a 50 metre long service road used by cars. The road is a dead end and due to its narrowness, vehicles using it travel at no more than a couple of miles per hour. Lunch may be taken either outside on the Abbey lawn, or in the Old Baptist Chapel. The Chapel is located on the opposite side of the street to the Museum.	Teachers and pupils will be met by museum staff on arrival Groups will be warned about the potential traffic before being accompanied to the Museum by museum staff The Abbey lawn can be accessed via the service road mentioned above and there is a pedestrian crossing outside the Museum which gives staff and pupils a safe route to the Old Baptist Chapel