

# **Wakefield Education and Cultural Services**

## **Museums, Galleries and Heritage Sites**

### **Education and Lifelong Learning Policy 2004**

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“Learning is a process of active engagement with experience, it is what people do when they want to make sense of the world. It may involve the development or deepening of skills, knowledge, understanding, awareness, values, ideas and feelings, or an increase in the capacity to reflect. Effective learning leads to change, development and the desire to learn more.”

The Campaign for Learning.

## **1. Summary**

This Education and Lifelong Learning Policy is designed as a working document that allows the service to build on past successes such as the ‘*Vehicle Towards Social Exclusion*’, working with the under 5’s and over 55’s, and to develop a deep understanding of how to run an effective and successful education service that meets the varied needs of its users.

The service has a good reputation for developing innovative and unique projects which have shown great success in the field of social exclusion such as the Youth Justice Board's ‘*Intensive Supervision & Surveillance Programme (ISSP)*’ at Wakefield Art Gallery working with Young Offenders, the ‘*Medieval Knights*’ project at Sandal Castle working with members from the Castle Youth Club in Portobello, and the ‘*Right Here! Right Now!*’ exhibition in which five groups including young carers, university students, Phoenix Youth Club members, and Asian young mothers chose objects that reflected their own lives today.

The Service also has a national reputation for provision for schools with the pioneering foundation of Clarke Hall Educational Museum in the 1970’s, which with its dedicated teaching staff provides hands-on educational activities for schools throughout the region.

A commitment to informal learning throughout the service is also illustrated by the highly successful range of holiday activities for children and their families / carers which take place at various sites throughout the Service, including the Art Buggy funded by Yorkshire Arts and the extremely popular Secret Garden sculpture trail at Wakefield Art Gallery.

**One of the two Art Buggies at Wakefield Art Gallery which provides long lasting and renewable resources that promote understanding and enjoyment in the collection for visitors of all ages.**



## **2. Background Information**

### **2.1 Introduction**

Cultural Services manage seven registered museums. These are Castleford Museum Room, Clarke Hall, Pontefract Castle, Pontefract Museum, Sandal Castle, Wakefield Art Gallery and Wakefield Museum.

The main permanent collections of the service are archaeology, Clarke Hall, fine and decorative art, and social history (including the Pontefract Collection). These include smaller collections of costume and ethnography, as well as the collection of natural history specimens collected by Charles Waterton (1782-1865) of Walton Hall, which is on loan from Stonyhurst College. There are also two non-permanent collections: The Print Loan collection and the Handling collection. Together these collections total some 150,000 artefacts and specimens focussing on the history of the District and its people from earliest times to the present day, and on 19<sup>th</sup> and 20<sup>th</sup> Century British Art.

Further information on the collections is contained within the Museums, Galleries and Heritage Sites' Collecting Policy (2003)

### **2.2 Aim of the Service:**

To offer high quality Cultural Services that reflect changing needs and inspire and enrich all those who live, work, study in or visit the District. To play a key role in delivering the vision of strong and distinctive communities.

### **2.3 Objectives**

- To maximise the learning potential of temporary exhibitions and the collections held by Wakefield Museums, Galleries and Heritage Sites through the development of high quality inclusive learning activities that are empowering and relevant and supported by effective learning resources.
- To develop knowledge and understanding of the heritage and history of Wakefield and the surrounding district.
- To develop knowledge and understanding of the art and artists represented in the collections and temporary exhibitions.
- To raise awareness and promote understanding of the collections and exhibits and their role in supporting learning, personal development and creativity.
- To develop effective partnerships with both internal and external organisations in order to extend the range of services available.
- To provide an effective learning environment by creating welcoming, accessible, and stimulating learning spaces.
- To inspire, motivate, provide support and enhance the skills of our audiences in the development of their own community projects and aspirations.

## **2.4 Local and Regional Context**

2.4.1 Our services play a key role in the delivery of the 25 year vision for the District, as described in Fast Forward, the Wakefield District Community Strategy (2003):

- Feeling and being safer
- Looking after ourselves
- Developing a dynamic economy
- Investing in our people
- Improving our places

2.4.2 More immediate future priorities for the Council are outlined in the Wakefield City MDC Improvement Plan (2003) and the Best Value Performance Plan (2003). A priority area for improvement identified in the former is to:

- Secure increased access to high quality Cultural Services, to underpin increased educational achievement and community well-being.

Key actions in the Best Value Performance Plan include:

- Improving access to cultural activities and opportunities by targeting communities of interest and people from deprived communities.
- Providing learning facilities and opportunities as gateways to lifelong learning.
- Promoting cultural opportunities.
- Support the District's regeneration through promotion of cultural opportunities for all.
- Providing lifelong learning and cultural activities programmes that develop community capacity and skills and raise achievement and aspirations.

2.4.3 Our service operates in the context of specific service policies, covering:

- Collections Management (2003)
- Education and Lifelong Learning (2004)
- Exhibitions (2004)

2.4.4 The service also supports WMDC's Education Development Plan (EDP) '*Aspiring to Excellence*' which shows how we will work with schools and other partners to make sure that all children, regardless of who they are or where they live, are able to succeed.

2.4.5 Additional support is available through the Wakefield Arts Education Agency, a pilot project hosted by WMDC and funded by Arts Council England, Yorkshire. This project aims to stimulate and support arts education activity in

schools in Wakefield through the dissemination of information and the provision of projects and services while developing partnerships with other agencies.

- 2.4.6 Regionally the service is currently helping develop the regional museum strategy with Yorkshire Museums Libraries and Archives council (YMLAC), and will work towards the vision of Renaissance in the Regions in Yorkshire, a partnership between YMLAC, Yorkshire Renaissance – the museum ‘Hub’ – and the wider museum community. It is also following working closely with other members of the Yorkshire Medium Museum Services network (YoMMS).

Other regional initiatives influencing the service include the Museums and Galleries Education Programme Phase 2 (MGEP2) which aims to ensure that more pupils between the ages of 5-16 can benefit from access to objects and images from museums and galleries during the school day and that they use these to support their classroom based learning.

The service is also represented on a number of websites including Yorkshire and Humber Grid for Learning (YHGfL), 24Hour Museum and Curriculum Online with the Toys and Games website.

## **2.5 National Context**

Wakefield’s service must respond to Government policy for arts development, museums, galleries and heritage sites which is led by the Department for Culture, Media and Sport (DCMS) working with other Government departments such as the Department for Education and Skills (DfES). The three strategic national organisations, which are each funded through DCMS, that cover our section are:

- Arts Council England
- Museums, Libraries and Archives Council (MLA)
- English Heritage.

The service is also committed to the **Inspiring Learning for All** framework which helps museums, libraries and archives to transform the learning opportunities they provide and lead to the following outcomes:

- **People:** Providing more effective learning opportunities
- **Partnerships:** Building creative learning partnerships
- **Places:** Create inspiring and accessible learning environments
- **Policies, plans, performance:** Placing learning at the heart of the museum, archive or library

### **3. Use of the service**

#### **3.1 Audiences**

Audiences currently include:

- Nurseries and pre-school
- Schools
- Colleges
- Universities
- Adult Education
- Community Groups
- Special Interest Groups
- Artists and specialists
- Researchers
- Teachers and trainee-teachers
- e-learners
- Businesses
- Overseas visitors
- Tourists
- Council Members
- Families
- Unemployed
- Refugees
- Internal staff
- Council Staff
- Travellers

#### **3.2 Consultation**

The service has a commitment to consultation and regularly consults both existing and potential audiences in order to gain insights into their values, motivations, preferences and experiences. The information this provides is used to develop, pilot and adapt learning opportunities throughout the service.

Consultation is currently carried out by:

- Focus groups
- Feedback / evaluation forms
- Face to face discussion
- Outreach events
- Surveys / questionnaires

#### **3.3 Marketing**

The service is marketed by:

- Direct mailings
- E-mail newsletters and bulletins
- Internal newsletters
- National and local newspapers.
- Council and non-Council Websites
- Word of mouth
- Exhibitions, conferences and events
- Museum notice boards
- Inset / Teacher training
- Talks and lectures
- Case study dissemination

### **3.4 Evaluation**

The service carries out regular and continuous evaluation of its activities, and uses this to inform service improvements and new developments.

*Quantitative evaluation includes:*

- Statistics monitoring number of visiting groups according to type, e.g. number of pupils in booked groups (BVPI 170c), KS1, KS2, KS3, KS4, colleges, special interest groups, young offenders, general public etc.
- Statistics monitoring use of sessions, lectures and family activities.

*Qualitative evaluation includes:*

- Evaluation forms completed by visiting groups and individuals.
- Visitor comments sheets.
- Verbal and written feedback
- Focus groups
- Research / consultation

## **4. Resources**

### **4.1 Physical Assets**

There are eight sites within the service: Castleford Museum Room (within Castleford Library), the Central Museum Store, Clarke Hall Educational Museum, Pontefract Castle, Pontefract Museum, Sandal Castle, Wakefield Art Gallery and Wakefield Museum. There are education and visitor centres at Clarke Hall and Sandal Castle, education rooms at Wakefield Art Gallery and Wakefield Museum, and a large meeting room at Pontefract Museum.

The service cares for and provides access to the permanent collections: archaeology; Clarke Hall; fine and decorative art; social history; ethnography and Charles Waterton. These include nationally and internationally important collections of 20<sup>th</sup> Century British modern art, the finds from all significant archaeological excavations in the District, artefacts from most local industries and workplaces, detailed evidence of how people have lived over the last 350 years, 18,000 historic photographs and a unique early 19<sup>th</sup> Century collection of exotic birds and animals.

The non-permanent collections include 3,500 items in the Education Handling Collection managed by the Education and Outreach Team, and around 1200 original artist's prints for lending in the Print Loan Scheme. Further details on the handling collection can be found in the Appendix.

The Service's exhibition programme is agreed three times a year at an exhibition planning meeting. It is designed to use the service's limited staff and budgetary resources effectively, by programming no more than two in-house exhibitions per year per venue.

Most exhibitions will have a range of activities and outreach facilitated by both curatorial and education staff. In-house exhibitions [those produced by the service's staff from the service's collections] are considered for touring (both within the district and outside) during the planning stages. Some temporary exhibitions are sourced from other institutions. Further information can be found in the Exhibitions Policy (2004).

In addition, from 2004-5, the service will run mini-exhibitions at six of the District's libraries: Airedale, Featherstone, Havercroft, Kinsley, Knottingley and Normanton.

## **4.2 Staff Resources**

The education service currently uses a mixture of specialist service staff, other service staff and external staff.

The specialist service staff comprise of the Education and Outreach Officer, the Assistant Education and Outreach Officer and the Education and Outreach Assistant who work across the service, and two teachers who are dedicated to the education services for schools at Clarke Hall. Other service staff including the five curatorial staff and some front-of-house staff also contribute to education work. The external staff include facilitators, freelancers, teacher placements, artists and volunteers.

## **4.3 Funding**

Funding currently is provided by a mix of core revenue funding from the Council and Wakefield LEA, and external grants from both local and regional organisations such as Education Business Partnerships, Yorkshire Museums Libraries and Archives Council (YMLAC) and national organisations including the Arts Council England, charities, the Clore Duffield Foundation (Artworks) and Heritage Lottery Fund.

## **5. Planning for the future**

### **5.1 External Relationships and Partners For the Education Service**

The effectiveness of the education service is strengthened, and the resources available to it are maximised by working in partnership. Local partners include schools, colleges, universities, special interest groups, clubs and societies, individuals, artists, libraries, other departments within the local authority e.g. social services and the Youth Offending Service, and adult education organisations including the Workers Education Authority (WEA).

Regional partners include the Learning and Skills Council, other museums, libraries, galleries and heritage sites, West Yorkshire Archives, business organisations and YMLAC.

National and International partners include consultants, national government [particularly DfES and MLA], Group for Education in Museums (GEM), the Museums Association (MA), the Arts Council England and Engage.

We will continue existing partnerships and develop new ones wherever this is beneficial to the service and its users. We will evaluate our partnerships and implement change and improvement as necessary.

## **5.2 Priority Projects**

Cultural Services is developing a number of service improvements with a particular emphasis on creating new facilities and resources which will enable the Service to build on the current innovative education programmes.

Cultural Services is leading the development of the Hepworth Gallery, which is planned to open in 2008. This will open up access to and enjoyment of the fine and decorative art collections. It will include an education suite comprising of workshop space and gallery to show work generated by participants in the education programme, artist's studio. There will be a high specification temporary exhibition gallery that will enable the service to take larger scale, more ambitious exhibitions, requiring higher standards than we are currently able to meet at our existing venues.

Cultural Services is also developing plans to build the Castleford Forum to replace the existing Castleford Library and Castleford Museum Room, and to create education space in the visitor centre at Pontefract Castle.

We seek to maximise the learning potential of collections currently in storage, by increasing e-access through digitisation and web-sites, and by improving physical access. The service is also installing public access computers which will support learning activities and e-access in museums.

To develop new learning resources that build on the past success of activities such as the Secret Garden Discovery Trail for families, the Art Buggy, and the Vehicle Towards Social Inclusion programme for the under 5's and over 55's.

## **5.3 Training**

In order to provide an effective and up to date service, all staff have access to formal training, informal learning and advice and support.

Formal training is provided by YMLAC, GEM, Engage, the Arts Council England, the Museums Association, MDA, the Learning and Skills Council, Wakefield MDC, colleges, specialist groups and consultants; and takes the form of attending training courses, seminars and specialist short courses.

Informal Learning takes the form of informal benchmark visits to other services, web-based research, networking with colleagues and contacts, evening classes and consulting journals, newspapers, TV, and radio.

Advice and support is received from professional organisations, internal and external colleagues, specialist groups and consultants.

“Learning is a lifelong process that creates competence, confidence and skills which allow people to organise themselves, improve their quality of life and engage with society.”

Resource (now Museums Libraries and Archives Council), 2001



## Current Provision within the Service

Provision	Audience	Venue
<b>Activities and projects</b>		
Holiday activities in the form of workshops, talks, tours, handling sessions, quizzes and activity trails e.g. Secret Garden	Families and children and their families / carers Adults	Art Gallery Sandal Castle Pontefract Castle Pontefract Museum Wakefield Museum Clarke Hall
Facilitator led workshops and resources for schools as part of special projects e.g. Museum Materials and Funny Faces	Schools	Pontefract Museum Wakefield Museum Art Gallery
Teacher led role-play sessions at Clarke Hall	Schools	Clarke Hall
'Intensive Supervision & Surveillance Programme (ISSP)'	Young Offenders	Art Gallery
Media Spotlight exhibition	Young Offenders	Art Gallery
Outreach handling sessions led by education team	Any	Any
Outreach talks and lectures led by keepers / education team	Any	Any
Adult education sessions led by the WEA	Adults with learning difficulties	Art Gallery
Heritage Open days, National Archaeology Days, Children's Art Day, the Big Draw etc special events	Any	Art Gallery Sandal Castle Pontefract Museum Wakefield Museum Clarke Hall Pontefract Castle Castleford Museum Room

Provision	Audience	Venue
<p>Digitisation Projects (in progress)</p> <ul style="list-style-type: none"> <li>Roman Castleford (an interactive CD-ROM including a selection of objects and images recording excavation of Roman Castleford 1974 – 1983)</li> <li>CD-ROM providing virtual access to the works on display in the upstairs gallery to those unable to go upstairs. This will be available on the new Gallery computer stations on the ground floor</li> </ul>	<p>Any</p> <p>Visitors with access problems</p> <p>Any</p>	<p>Castleford Museum Room</p> <p>Art Gallery</p>
Resources		
<p>3500 items available for handling in the handling collection.</p> <p>25+ prepared handling boxes on specific themes e.g. war, Victorian life, toys plus art prints and sculpture</p>	<p>All audiences though mainly schools</p>	<p>Art Gallery Sandal Castle Pontefract Museum Wakefield Museum Clarke Hall Pontefract Castle Castleford Museum Room</p>
<p>Teacher's Packs and activity sheets</p>	<p>Schools Families</p>	<p>Art Gallery Wakefield Museum Pontefract Museum</p>
<p>Art Buggy</p>	<p>Families Schools</p>	<p>Art Gallery</p>
<p>Access to Education and Outreach's Team advice and consultation on bringing a group</p>	<p>Group leaders</p>	<p>Art Gallery Sandal Castle Pontefract Museum Wakefield Museum Clarke Hall Pontefract Castle Castleford Museum Room</p>

<b>Resources cont.</b>		
<p>Access to the knowledge and experience of the keepers, assistants and front of house staff</p>	<p>All audiences</p>	<p>Art Gallery Sandal Castle Pontefract Museum Wakefield Museum Clarke Hall Pontefract Castle Castleford Museum Room</p>
<p>Permanent and Temporary exhibitions</p>	<p>Target audiences</p>	<p>Art Gallery Pontefract Museum Wakefield Museum Sandal Castle Castleford Museum Room Clarke Hall Pontefract Castle</p>
<p>Web sites e.g. Toys and Games on the web</p> <p><a href="http://www.wakefield.gov.uk/toys">www.wakefield.gov.uk/toys</a></p>	<p>Families Schools Individuals</p>	<p>Web-based</p>

## Appendix A

### Education and Outreach Handling Collection Prepared Handling Boxes - May 2004

Location	Name of Handling box	General Contents
<b>Wakefield Museum</b>	<b>Childhood 1940's – 1960's</b>	Wooden train, pencil case and ruler, glass marbles, books, sweet wrappers, puzzle games, conker, photographs
	<b>Getting Ready to Go Out in the 1940's – 1960's</b>	Electric shaver, razors, hairbrush, hair tongs, photographs, perfume bottles, powder puff, manicure sets, advertising posters
	<b>Health 1900's – 1970's</b>	Ointment tins, bandages, medicine bottles
	<b>Holidays and Days Out</b>	Box Brownie camera, posters, maps, driving licence, picnic set, plastic bucket, shells, postcards
	<b>Home Entertainment 1940's – 1970's</b>	Newspapers, books, gramophone records, wooden knitting machine, rag rug making tool
	<b>Kitchen and Home 1950's – 1970's (Life after WWII)</b>	Ration book, electric iron, Cookery Pamphlets, utensils – rolling pin, spatula, fish slice, pressure cooker, advertisements
	<b>Light and Lighting</b>	Roman oil lamp, candlestick, candle, tinder box, gas lamp
	<b>Linda Horne's Toy Box (subset)</b>	Toys and Games Codeg metal toy till with one coin, Teddy in striped pyjamas, Wooden sailing boat, Kelly Clown wobble toy, Wooden pecking birds, Wooden acrobat.
	<b>Modern Childhood</b>	Jigsaws, dominoes, shuttlecocks, tennis ball, yo-yo, cricket ball, recorder, pencil case, sticker album

	<b>Remembrance</b>	Warden helmet and armband, gas mask, headlamp cover, ration books, posters, newspapers, medals, food tins
	<b>Romans (Originals)</b>	Samian pottery, oil lamp, mortaria shards, animal bones, piece of stone quern, pieces of amphorae, coins
	<b>Romans (Reproductions)</b>	Wax tablets, mortaria, sword, lorica breast armour, tunic, belt, coins, leather sandal, indented beaker
	<b>Then and Now (Victorians)</b>	Toasting fork, flat iron, carbolic soap, carpet beater, candlestick and candle, hot water bottle, scrubbing board
	<b>Timeline</b>	Prehistoric fossils, reproduction Tudor shoe, Box Brownie camera, 1920's wall mounted telephone, plastic money box, Macdonald's' Happy Meal toy
	<b>Victorian Childhood (Originals)</b>	Writing slate, ink bottle, wooden cane, exercise books, toys
	<b>Victorian Childhood (Reproductions)</b>	Wooden toys, skipping rope, marble game, slates and pencils
	<b>Victorian Kitchen</b>	Carbolic soap, flat iron, toasting fork, enamel jug, posser, scrubbing board, butter pats, washing tongs
	<b>Victorian Life</b>	Mushroom sock darning, glove stretcher, carpet beater, photographs, curling tongs, eyeglasses, rag rug, hot water bottle, hat napper, skirt lifter
	<b>Charles Waterton</b>	Ink pens, clothing, animal masks, rainmaker instrument, diary
	<b>World War II</b>	Newspapers, posters, gas masks, ration books, photographs, medals, metal helmet, ID card, car headlight cover

<b>Pontefract Museum</b>	<b>Getting ready to go out 1940 - 60</b>	Four Square tobacco tin, Pond peach face powder St. Bruno flake tin, Burman hair clippers in box, Shaving kit in tan leather case, Eau de toilette bottle – ‘Magie Noir’ by Lancome, Avon ‘Spicy’ after shave lotion bottle, Ebony clothes brush
	<b>Health</b>	Calverts medical carbolic soap tin with contents, Rexall Iodised Throat tablets tin, Band-Aid waterproof plasters tin, Elastoplast tin with contents, DAP. Co. Wound dressing tin with contents, Finger dressing package with contents, Pifco Heat massager in box with instructions, Drop counter (pipette)
	<b>Victorians</b>	Wooden pegs, Ceramic hot water bottle, Peg Rug, Glass wash board (scrubbing board), Carpet beater, Posser, Toasting Fork, Glove stretcher, Curling Tongs, Darning mushroom, Carbolic soap (x 2)
	<b>WWII</b>	Headlight cover, Identity cards x2, Ration books, ration orders, WVS recipe booklets, Gas mask case, Postcard, Clothing ration book, Leaflet – Dovetail air raid shelter, Service Medals x 4, Posters x 5, Newspaper – photocopy of Daily Herald (Europe at Peace), Petrol coupons, ARP black metal helmet, ARP badge, Leaflet - ARP (Storage of home supplies), Leaflet – Civil Defence (Some things you should know if war should come), Leaflet – Civil Defence (Your gas mask and masking windows)
<b>Sandal Castle</b>	<b>Sandal Castle</b>	16 <sup>th</sup> -17 <sup>th</sup> Century Earthenware jug, 16 <sup>th</sup> -17 <sup>th</sup> Century Earthenware jug (with waist), Slip ware dish, Tyg drinking cup, Saxon/Viking leather shoe kit (x2 packs), Saxon bone needles (x2 packs), Saxon decorative blocks for printing, Wooden trenchers (x2), Pewter spoons (x2), Women’s Saxon costume, Men’s Saxon costume, Large stoneware cooking pot, Gardrobe (toilet) cleaning image, Metal armour for the torso, 17 <sup>th</sup> Century Civil War soldiers costume: shirt, woollen cap Bandolier (powder flask belt), Trebuchet model, 12 <sup>th</sup> Century Helmet (with nose guard), 15 <sup>th</sup> Century Helmet (with eye slits), 17 <sup>th</sup> Century Helmet, Clay pipes, Lead gunpowder measure (lid of powder flask), 17 <sup>th</sup> Century ½ cannon ball, Animal teeth, 16 <sup>th</sup> Century chafing dish (in 3 parts)