

Clarke Hall Educational Museum

WMDC Schools Application Form for FREE Visit

Send this completed form to:
Clarke Hall Educational Museum
Aberford Road, Wakefield
W. Yorkshire, WF1 4AL

T: 01924 302700
F: 01924 302701
E: clarkehall1@wakefield.gov.uk

Education Authority

Independent

Name of School

Address

Tel:

Postcode

E-mail:

Head Teacher

Teacher(s) proposing visit

**Has she/he led a visit to Clarke Hall before
If YES, date (year)**

YES/NO

Term(s) you wish to apply for

Term commences

Ends

Half term commences

Ends

**No. of days required for visit if more than
one visit consecutive/apart**

Unacceptable dates (e.g. Elections, SATS etc)

No. of pupils per day (max of 35) *

Year Group

Special Needs - Details

Curriculum Focus/topic of visit

At what stage of the subject will pupils have reached at time of visit?

Because of the special nature of the work at Clarke Hall, which allows pupils to handle original, precious furniture and artefacts and work in separate rooms a ratio of 4:1 is necessary (e.g. parents, welfare staff, teaching assistants, students, governors etc)

INSET is provided for ALL teachers 6-8 weeks before the allocated date of visit. Teachers leading visits MUST attend INSET in order to prepare and plan their visit

Please return this form promptly, with all sections completed, to ensure the best possible chance of a visit at the requested time.



Name of School

PLEASE NOTE

- We will notify you as soon as possible of the date of your visit, as well as the date of the leading teacher's INSET session. At this notification you will be asked to return signed confirmation Forms. **Until confirmation has been received your date of visit will be held provisionally for 3 weeks after which the date will be offered to other interested schools wanting to book a visit.**
- Should you wish to cancel the visit for any reason, you must do so in writing as soon as possible. **Please note that if you cancel within 3 calendar months of your visit you WILL incur a £50 per day charge/ within 1 month £100 per day charge**
- You will be asked for confirmation of final numbers on arrival – All payment including costume orders will be by invoice after your visit.
- The site shop is not open to pupils during visits. Should pupils wish to purchase items the teacher in charge will need to submit a completed order upon arrival. If paying for items by cheque do not complete it until you have received goods to ensure you are not charged for any items not in stock.
- * 35 pupils is the maximum unless the normal class size exceeds 35 In total where, for example, 3 classes book for 2 visits this overall total must NOT exceed 35 pupils per visit.

Office Use Only

Date booking rec'd

Term applied for

Last visit

Date(s) offered

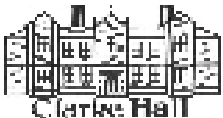
INSET date(s)

Details sent

Confirmation due

Confirmation rec'd

Any additional information



Clarke Hall Educational Museum

Your questions answered

WHO CAN USE CLARKE HALL?

Pupils from Key stages 1 to 3 benefit from the Clarke Hall experience. It is also an important resource for the creative and performing arts for older pupils. Clarke Hall is a wonderful resource for special school pupils. Please ring us to discuss your requirements.

HOW MANY PUPILS CAN I BRING AND HOW MUCH WILL IT COST?

Clarke Hall will accommodate up to 35 pupils, plus helpers (ratio 4:1 minimum). Because the local authority supports Clarke Hall, your visit is FREE of charge.

WHAT DOES THE VISIT INCLUDE?

BEFORE YOUR VISIT:

An essential half-day of INSET training. Clarke Hall is a registered museum and the furniture and all the artefacts form the Hall's collection. You will have access with care to most items of precious original furniture. Your half-day of training will help to demonstrate the many educational ways in which the house and its furniture can be explored for learning and understanding according to your curriculum/pupil needs.

Teacher resource publication. You will also receive a detailed teacher resource book and other comprehensive advice on how to plan your visit. Other teacher's publications are available to purchase from our shop.

Professional support throughout. From the day of your training until you leave us after your visit, you will be able to ask for advice and support from our experienced staff.

DURING YOUR VISIT WE OFFER:

Five hours exclusive use of Clarke Hall and (if fine) its landscaped gardens.

Access to a working historic household. Use of the house including the spit roast, masonry stove and dairy to prepare food for dinner as well as access, with care, to many items of precious and original furniture in the authentic setting of each room.

Support and advice. An experienced member of staff will work with you in role for the day of your visit. Another member of staff will give training and advice for adults working in the kitchen on the morning of your visit. You will also be provided with user-friendly advice and written instructions on how to use the kitchen.

All cooking fuel, heating and lighting.

YOU WILL NEED TO PROVIDE

Food for a simple dinner and light snack for breakfast. Ideas for this will be discussed with you during your training.

Transport to and from Clarke Hall.

Materials for all activities that you plan need to be provided by you.

CONFIRMATION AND CANCELLATIONS

Until confirmation and deposit has been received your date of visit will be held provisionally for 3 weeks, after which the date will be offered to other interested schools wanting to book a visit.

Please note that if you cancel within 3 calendar months of your visit you WILL incur a £50 per day charge/ within 1 month £100 per day charge

