

# Clarke Hall Educational Museum Application Form for 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](mailto: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.**



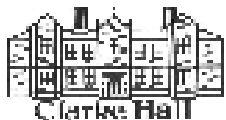
**Deposit NOT to be sent with this form**



## 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 a signed confirmation form and send a deposit of £100.00 **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.** The deposit will be deducted from the cost of visit invoice after the completion of your visit. **Deposit NOT to be sent with this form**
- Should you wish to cancel the visit for **any** reason, you must do so in writing as soon as possible and your deposit will **NOT** be re-imbursed. **Please note that if you cancel within 1 month of your visit you will incur a further £50 per day charge on top of the forfeited deposit charge**
- You will be asked for confirmation of final numbers on arrival – any payment 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 and Deposit DUE

Confirmation and Deposit rec'd

Any additional information

# Clarke Hall Educational Museum

## Your questions answered

### HOW MANY PUPILS CAN I BRING?

Clarke Hall will accommodate up to 35\* pupils, plus helpers (ratio 4:1 minimum). All your adult supporters are free of charge.

### COST OF A VISIT FOR FINANCIAL YEAR APRIL 2008 TO MARCH 2009

For up to 28 pupils: £250 total

29 to 35 pupils: £9.00 per head

### THE COST OF YOUR VISIT IS INCLUSIVE OF THE FOLLOWING:- BEFORE YOUR VISIT:

A 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 Clarke Hall.

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

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