

# HARVINGTON HALL SCHOOLS BOOKING FORM

Tel: 01562 777846

Date of visit.....

Name of school.....

Contact name .....

Contact address .....

E-mail.....

Telephone number .....

Number of pupils .....and accompanying staff.....

Due to the nature of the site it is essential that there is adequate supervision of children at all times.

Age of pupils.....

Any special needs requirements.....

Arrival time (10.00am for Tudor Activities).....

Departure time (2.30 for Tudor Activities).....

Special requests such as alternative activities (see website for choices),  
or particular slant to the tour.....

Do you require the shop to be open? .....

Would you like to use the Georgian Chapel for Mass or a Eucharistic service?  
(The chapel holds 40 maximum, larger groups will need to use St Mary's Church opposite the Hall, any groups who are not bringing their own priest or who wish to use St Mary's, should make arrangements with our Parish Priest on 01562 777319. A small donation to the church would be welcome.)

Time of Mass ..... Name of Priest.....

**Fees are payable on the day of the visit (cheques to 'Harvington Hall')**  
**(an administrative charge may be made for late payment)**

I have read and accept the conditions of booking.

I have read the Risk Assessment on the Harvington Hall website.

Signed.....

Date.....

**\*Please note:**

**We ask that no photographs or photographic recordings are made during tours or activities**

# **HARVINGTON HALL**

## **Booking Conditions**

- The acceptance of these booking conditions shall be considered to be a binding contract to abide by these terms and conditions and to pay the relevant sum charged by the Hall.
- The organiser of the event or visit shall be the person who signs this form of acceptance. He/she will be wholly responsible for the good conduct of the party.
- Harvington Hall is a Scheduled Ancient Monument and a Listed Building, Grade I. Organisers shall indemnify the Hall against loss or damage caused by any person within their group.
- The organiser will be responsible for ensuring that their party leaves the Hall quietly, at the agreed time.
- The organiser shall make members of his / her group aware that there is deep water on the site and that children should be accompanied by adults at all times. The floors and stairs in the Hall are uneven in places and can be difficult to negotiate.
- The Hall operates a strict No-Smoking policy.
- Any changes including cancellation must be notified seven days before the visit, otherwise the full booking fee shall be payable.
- Fees for school or group visit are payable on the day of the visit.
- Fees for hire of the Hall where appropriate shall be payable one week in advance of the event, with a 30% deposit required to accompany the booking form.
- As far as they are able organisers shall see that parking and unloading of coaches takes place outside the church, alongside the churchyard wall. Please ask other guests to park in the walled car park. Coaches should approach the road from the A450 not the A448.
- Unfortunately, amplified music is not permitted in any form and the playing of musical instruments and/or singing outside is subject to prior scrutiny and strict noise levels.
- If an indoor room is used for picnics, schools should leave the area clean and tidy and place litter in the Hall bins.

## **HARVINGTON HALL: General Information for Schools**

Harvington Hall is an unaltered structure, which is a wonderful example of a Tudor House. It contains authentic Elizabethan wall paintings and the best surviving series of priests' hiding places in the country.

The Hall offers the following types of visit:-

- KS1 activities half day
- KS1 activities full day
- KS2 Tudor Day
- KS3 Tour
- General tour of the Hall (no activities)

There is an outdoor picnic area and indoor accommodation can be arranged should the weather be poor.

During the lunch break (or after the activities) children may visit the Hall shop in small groups, if desired.

Please inform the Hall if you wish to use the shop at this time.

When the Hall is open (April to October), refreshments for staff may be purchased from the tea room.

Please ensure that children wear suitable clothing as the Hall can be cold in winter. A few children will be going into the hides and their clothing may get dusty.

### **Accessibility**

Please discuss with us beforehand any special needs requirements.

There is wheelchair access to gardens, ground floor of Hall and Malt House, shop and tea room. Schools normally use the Newel (spiral) staircase, but there is an alternative staircase which may be used if appropriate.

A detailed risk assessment is available for your information.

**Contact details: Harvington Hall, Kidderminster, DY10 4LR**

**Tel 01562 777846**

**E-mail: [harvingtonhall@btconnect.com](mailto:harvingtonhall@btconnect.com)**

**Website: [www.harvingtonhall.com](http://www.harvingtonhall.com)**

**Harvington Hall: Tudor Activity Days**

Schools can take part in a whole day experience at Harvington Hall, which brings to life the Tudor history of the Hall and fits into Key Stage 2 Tudor History particularly well.

On Wednesdays and Thursdays, pupils will be able to take part in the following activity day, led by experienced, costumed guides:-

- Tour of the Hall and the priests' hides, with reference to Henry VIII and his wives;
- Tudor life in the Great Kitchen (with some artefact handling);
- Tudor dance, music, manners and costume in the Great Chamber;
- If time/staffing allows, DVD and interactive exhibition in the Malt House or weaponry demonstration.

Resource material and suggestions for pre-visit and follow-up activities see 'More about the KS2 day'.

Schools should arrive by approximately 10.00am ready to start their tours at 10.15am. During the lunch break (or after the activities) children can visit the Hall shop. The activities continue into the afternoon and will include a visit to the Malt House for the interactive exhibition and DVD or a weaponry display (by prior arrangement) if time and staffing allows. The day will end at approximately 2.30pm.

Fees for the Tudor Activity Days (up to 30 pupils):

**£4.50 per pupil (minimum fees £100)** Teachers / Accompanying Adults Free (1 per 10 children please, extra adults above this ratio may be charged).

Basic replica Tudor clothing for the kitchen and dancing activities will be provided. Some schools however may wish to bring the children in replica Tudor clothing. This might include long-skirts, ruffs and white triangular scarves for the girls, and ruffs and short capes for the boys.

Please note that the Hall can be very cold in winter (despite our central heating), so whatever the children wear they should be dressed warmly.

A Tudor Dance and Music workshop in school is also available by contacting Julia Lowe on 01384 441109.

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## **Timetable Key Stage 2**

<b>Time</b>	<b>Group A</b>	<b>Group B</b>	<b>Important information</b>
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<b>10.00</b>	<b>Arrive</b> Lunch boxes and coats stored Toilet break / small snack if necessary	<b>Arrive</b> Lunch boxes and coats stored Toilet break / small snack if necessary	<b>One adult per 10 children is required</b> Please ensure that children stay with their nominated adult at all times
<b>10.15</b>	<b>Introduction</b> Usually in the Malt House	<b>Introduction</b> Usually in the Malt House	Please ensure that children wear suitable clothing and footwear (the Hall can be cold in winter)
<b>10.30</b>	<b>Tour of the Hall</b>	<b>Tour of the Hall</b>	
<b>12.00</b>	<b>LUNCH</b> outdoor picnic area.(weather permitting) <ul style="list-style-type: none"> <li>• Toilet break</li> <li>• Shop</li> </ul>		We ask that children bring a Tudor type lunch e.g. cheese, apple, bread. No glass bottles or cans are allowed on site.
<b>12.30</b>	<b>Kitchen</b> Including teacher assisted interactive handling activity.	<b>Great Chamber</b> Interactive dance activity	There will be a short break between the activities
<b>1.30</b>	<b>Great Chamber</b> Interactive dance activity	<b>Kitchen</b> Including teacher assisted interactive handling activity	
<b>2.15</b>	<b>Plenary</b> A chance to discuss the days activities		
<b>2.15-2.30</b>	<b>Finish</b>	<b>Finish</b>	Please leave rooms tidy at the end of your visit. Thank you!

**All times are subject to amendment according to the time the school arrives or needs to leave**

### **Harvington Hall: Other Activity Days**

Harvington Hall offers the following other activity days

### **Key Stage 1**

This is an exciting day designed for Key Stage 1 children. It supports the History curriculum with links to QCA1: How are our toys different from those in the past? and QCA2: What were homes like long ago? Throughout the day, children will investigate life at the Hall in a time beyond living memory, whilst experiencing particular aspects in the appropriate rooms of the house. Children will be divided into smaller groups if necessary.

Fees for the KS1 day (up to 30 pupils) will be:-

**£4.50 per pupil (minimum fees £100)** (Teachers / Accompanying adults free – one adult per 5-6 children please)

**Please see ‘More about KS1’ on the web site for detailed curriculum links and full timetable**

### **Key Stage 3**

A tour of the Hall focusing on Nicholas Owen, his connection with the house and evidence of the turbulent religious times in which he lived. A downloadable document resource pack supports this tour.

Pupils are shown around the Hall in small groups led by experienced guides, mostly ex-teachers. This takes a maximum of one and a half hours.

Fees for the KS 3 tour (up to 30 pupils) will be:-

**£3.50 per pupil (minimum fees £80)** (Teachers / Accompanying adults free, one adult per 10 children please, extra adults above this ratio may be charged).

**See ‘More about KS 3’ on the web site for detailed curriculum links and full timetable**

**Please note**

**The Hall grounds are also suited to KS 1, 2 and 3 Science Investigations**

## **Harvington Hall: Tours**



**‘Tour only’ visits are available at the Hall.**

**School parties (15 or more)**

Schools are shown around the Hall in small groups led by experienced guides mostly ex-teachers. This takes a maximum of one and a half hours.

**£3.50 per pupil (minimum fees £80)**

(Teachers / Accompanying adults free, one adult per 10 children at Key Stage 2 or 3 and one adult per 5/6 children for Key Stage 1, extra adults above these ratios may be charged)