

Schools Programme 2018—2019



Norfolk Record Office



www.archives.norfolk.gov.uk

Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ

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What do we do?



Meet the team

The Norfolk Record Office collects and preserves unique archives relating to the history of Norfolk and makes them accessible to people in Norfolk and across the world. Material includes sound recordings, letters, diaries, photographs and ephemera. Material stretches from the end of the 11th century to the present day. We have 3 bases:

- The Archive Centre, next to County Hall
- King's Lynn Borough Archives, 01553 774297, or storiesoflynn@west-norfolk.gov.uk
- Norfolk Heritage Centre, 01603 774781, or heritagecentre@norfolk.gov.uk

All of the information in this booklet refers to workshops at or delivered by staff within The Archive Centre. To view the schools programmes and book workshops for the other bases please use the contact information above.

What do we offer for schools?

The Education and Outreach Team work closely with schools to provide resources for pupils from Key Stage 2 to Key Stage 5.

- These include:
- Standard Workshops.
 - Tailor-made Workshops.
 - Teaching Resources.
 - Study sessions for older pupils.

In addition, you are welcome to visit our searchroom to carry out your own research and lesson planning, please see our website for opening times and directions.

Websites

We have a number of websites that can support learning in your class:

- Norfolk Record Office blog-Schools page. Including information and recent school workshops.
www.norfolkrecordofficeblog.org
- The Norfolk Record Office website includes a variety of teaching resources, available free of charge.
www.archives.norfolk.gov.uk/Learning-for-All

Workshops

Workshops offer pupils a chance to enhance their knowledge of a particular subject area.

All workshops can take place at The Archive Centre or in your classroom.

If any of your pupils has special educational needs or disabilities please contact us to discuss alternative arrangements to make the workshop as accessible as possible.

Standard Workshops

All our standard workshops for 2018-19 are listed in this booklet.

Workshops are free of charge.

Workshops within the classroom last 1 ½ hours, workshops at The Archive Centre, include original documents and last for 2 hours. However, please contact us if you would like a different length workshop and we can see what we can do.

Transcripts of documents will be used where necessary, and for more textual material an oral recording will accompany the item. Detailed lesson plans are available on request.

Tailor-Made Workshops

We are able to tailor-make workshops on subjects or topics not included in our current programme. We charge £40 per hour to research and develop the workshop. If you require a tailor-made workshop please contact us for an estimate.

Dates

We have the following dates available for our workshops. If none of these dates suit your school, please contact us to arrange an alternative.

Autumn Term (2018)

Thurs 27 Sept	Fri 16 Nov
Tues 2 Oct	Fri 30 Nov
Mon 8 Oct	Mon 3 Dec
Thurs 1 Nov	Weds 12 Dec
Tues 16-Weds 17 Oct*	

Spring Term (2019)

Weds 23 Jan	Weds 27 Feb
Thurs 31 Jan	Tues 12 Mar
Fri 8 Feb	Fri 22 Mar
Mon 11 Feb	Tues 2 Apr

Summer Term (2019)

Mon 29 Apr	Thurs 6 Jun
Tues 7 May	Mon 10 Jun
Thurs 16 May	Fri 28 Jun
Weds 22 May	Weds 3 Jul
Mon 17-Fri 21 Jun [#]	



Facilities at The Archive Centre

Location

The Archive Centre is located next to County Hall in Norwich.

Rooms

The Archive Centre has two rooms available for school visits, the Green Room and Glass Cube. The Green Room takes up to 70 people and can be split into two rooms. It includes a large screen projector. The Glass Cube allows pupils to carry out research in their own private space within the searchroom.

Transport

Coaches are able to drop-off and pick-up within the County Hall car park, just a short distance from our entrance.

We have funding available towards transport costs for four schools in specific areas within Norfolk. Please contact us to see if your school is covered by this funding. The funding will be provided on a first-come-first-served basis.

Other information

A lift entrance and disabled toilets are provided within the building.

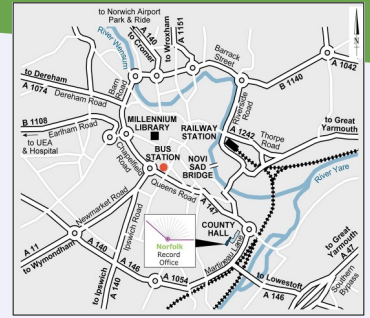
Pupils are welcome to use the Green Room or outdoor space for their lunch.

A risk assessment is available on our website.

To find out more and book workshops, or for any other enquiries please contact the Education and Outreach Team, using the following means:



Alternatively, you can join our Primary Schools or Secondary Schools mailing list by visiting https://public.govdelivery.com/accounts/UKNORFOLK/subscriber/new?topic_id=UKNORFOLK_937



Norfolk: A County of Welcome

What contribution have refugees made to the history of Norfolk?

Curriculum links: Citizenship, History

Key Themes: Refugees, Local History

Pupils will discover the contribution made by refugees to Norwich and Norfolk over the past 500 years, by:

- Understanding which groups have taken refuge in the county, and what they have brought to the local area, by playing an indenture game.
- Discovering the main reasons refugees leave their home countries, by completing our timeline.
- Finding out how many refugees have created new and successful lives for themselves by researching the life of Jewish refugee Lewis Ecker and his family.
- Considering what refugees might take when fleeing a county by working in small groups to pack a suitcase.

Workshops are available throughout the year and exclusively during Refugee Week, 17-21 June 2019

The Work of an Archivist

What do archivists do and how are documents preserved and made accessible for the future?

Curriculum links: History

Key Themes: Local History, Careers

Pupils will find out about the role of archivists in a public authority. They will:

- Understand, what a document is and which types of document are considered worthy of permanent preservation.
- Discover what happens to documents from the moment they arrive at an archive to when they are ordered by a member of public.
- Find out how a conservator preserves documents.
- Discover the role of other staff within a record office, including the digitization team, and searchroom assistants.

Elements of this workshop can be added to other workshops on request.



First World War

What was it like to live in Norfolk during the First World War?

Curriculum links: History, Art and Design

Key Themes: WW1, Local History

Pupils will discover the impact of the First World War on the people of Norfolk, by:

- Learning about some of the Norfolk citizens who fought, by using service records to draw a 'life size' Norfolk soldier.
- Researching what happened on the home front, by looking at photographs of the 'Pulham Pigs', and a range of documents detailing agricultural work taken on by women.
- Understanding what life was like on the front and considering the reasons for differing accounts by comparing letters and diaries from soldiers and officers to their families.

The Introduction of the Railways

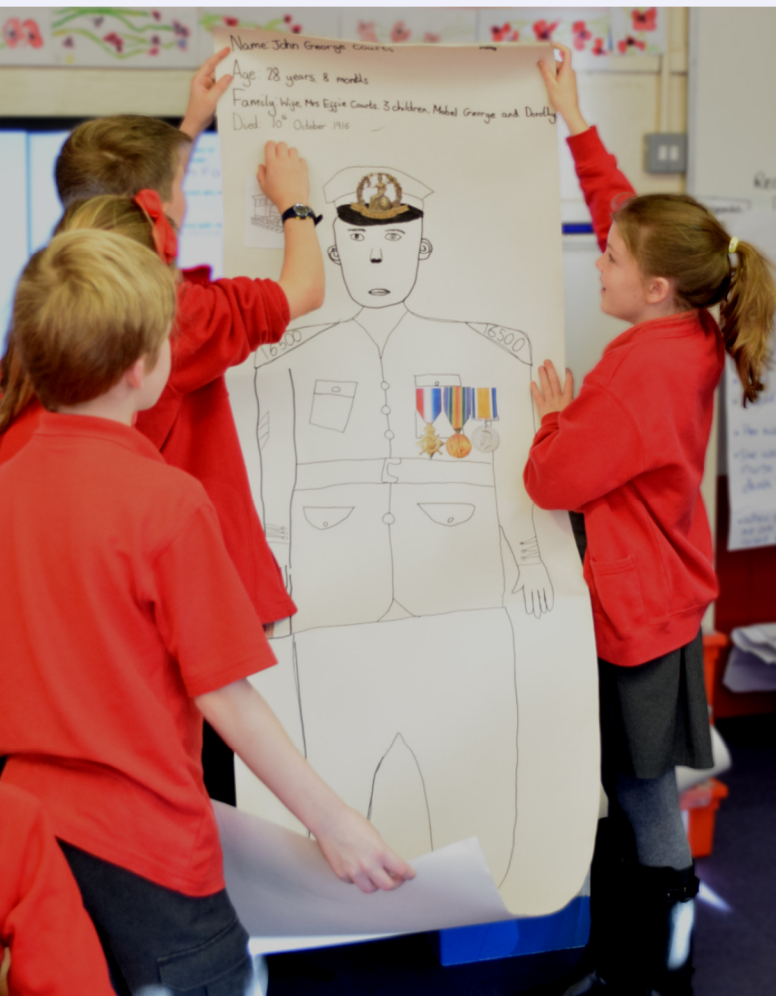
What Changes did the Railway bring to North Norfolk?

Curriculum links: History, English

Key Themes: Victorians, Local History, Railways, Transport, Significant Turning Point

Pupils will discover the impact of the introduction of the railways to North Norfolk, by:

- Recognizing how the different trades practiced in Cromer changed after the arrival of the railways, and discovering how this encouraged people to move to the area, by studying the census and trade directory to unlock a secret code.
- Understanding how tourism increased after the introduction of the railways, by looking at hotel sale particulars, photographs and sketches before writing a postcard home from either Cromer or Sheringham.



The Changing Landscape

How did natural and physical events change the shape of the Norfolk landscape?

Curriculum links: Geography, History

Key Themes: Local History, Land use, Coastal Erosion

Pupils will discover the changes to the Norfolk countryside due to natural and physical processes, by:

- Understanding why people created maps and their various uses.
- Finding out about land use in their own village during the 1840s using a tithe map* and how this has changed over time.
- Discovering the effects of coastal erosion on two Norfolk villages over the last 150 years.

* If no tithe map is available for your local village we can discuss possible alternatives.

*I have learnt hasburer clefs
[Happsiburgh cliffs] fall down
a bit more every day.*

Yr 3 Pupil from Toftwood Junior School

Second World War

What was it like to live in Norfolk during the Second World War?

Curriculum links: History

Key Themes: WW2, Local History

Pupils will find out what life was like growing up in the confines of the Second World War, by:

- Understanding what happened to the pupils of one Norwich school which was bombed, by studying before and after photographs and an account from the school log book.
- Learning how everyday life changed during the war, by handling a range of artefacts, including an air raid warden's helmet, bicycle lamp designed for blackouts and powdered eggs.
- Finding out what happened to children who were evacuated, using photographs and a letter from one evacuee to her parents.

*I liked the
helmet because I had never put a
helmet on like that. When we did the
papers we found out about more things
we did not know . I hope we can go
agen [sic]*

Yr 6 Pupil from Marsham Primary School



The History of your Village

What was it like to live in your village during the Victorian Period?

Curriculum links: History

Key Themes: Victorians, Local History

Pupils will use documents to take part in a range of activities including going 'shopping' around the classroom to discover how life in their village during the reign of Queen Victoria contrasts with their lives today, by:

- Understanding the differences in the lives of poorer and richer families in their village using the 1901 census.
- Discovering how trades in their village have changed; why many of these trades were an important contribution to village life at the turn of the century, but have disappeared today.
- Seeing how various buildings and the surrounding area has changed, by looking at a selection of documents, relating to their school, church and homes*.

**The exact nature of this part of the workshop is dependant on the documents we hold for your particular village.*

I have learnt how to connect information [from] trade directories [sic].

Yr 6 Pupil from Hingham Primary School



Putting on a Pageant

What happened when Elizabeth I visited Norwich in 1578?

Curriculum links: History

Key Themes: Tudors, Monarchy

Pupils will find out how we know what happened during the visit of Queen Elizabeth I, by:

- Understanding how documents were created during the Tudor period, but looking at oak gall ink, wax seals and prickers for lining the parchment.
- Find out how we preserve Tudor documents, by looking at seal socks and watching a video of our box making machine before creating their very own boxes.
- Finding out what iconography was included in official documents, and explore the variations of Elizabeth I's Great Seal.
- Learn about the process to create illuminated documents, before having a go at creating their very own.

This workshop is part of package developed by The Forum and University of East Anglia and funded by the Arts & Humanities Research Council. To book the full package please contact Sarah Power at Sarah.Power@theforumnorwich.co.uk.

If you would like this session as a stand alone workshop, please contact us to discussion options.



First World War

What role did Norfolk citizens play during the First World War?

Curriculum links: History, English, Art and Design

Key Themes: WW1, Local History, Propaganda

Pupils will use a range of documents to examine the case of Philip Hewetson, an officer killed in France in 1918. Pupils will:

- Assess the reliability of different types of documents.
- Consider Philip's life in the trenches, and how this differed to the life of a regular soldier.
- Understand why there are inconsistencies in how news of his Missing In Action and subsequent death were reported by the War Office, a fellow soldier and in the press.
- Discover how propaganda was used to recruit more people to the war effort, by working in groups to create their own poster based on the death of Edith Cavell.

Delving into History

How do you carry out historical research?

Curriculum links: History

Key Themes: Research, Historical Interpretation

This workshop is aimed at year 7 and 8 pupils as a way of introducing them to primary sources. During this workshop pupils will:

- Find out what a document is, and which documents are held by the Norfolk Record Office.
- Understand how we go about dating documents, by working in small groups to place a range of documents into chronological order.
- Discover how to access documents through the searchroom and online catalogues.
- Learn out to handle historical documents correctly.
- Practice their new found skills by studying some original documents relating to a topic of your choice.

I learnt not to use sticky notes or sticky tape on paper or parchment

I have learnt that organisation is a very important in archives

Yr 7-10 pupils from Broadland High School



History of Medicine: Case Study of the Great Hospital

How did the understanding and concept of treating sick people change from the medieval period to the 18th Century?

Curriculum links: History

Key Themes: The changing role of medicine, Medieval concepts of medicine and religion

Pupils will use a range of documents from the Great Hospital to discover how people's understanding of illness changed through the centuries, by:

- Studying the initial concept behind the founding of the Great Hospital.
- Gaining a knowledge into how religion and healing were interlinked in the medieval period.
- Discovering how the role of the hospital changed, using 16th Century accounts and 17th Century employment contracts.
- Finding out about some of the scandals that rocked the Hospital in the 17th and 18th Centuries using the Norwich Mayors Court Books.

The Science of Conservation

How has science helped with conserving out documents?

Curriculum links: Science- Chemistry

Key Themes: Chemical changes, Rate and extent of chemical change, Chemical and allied industries

This workshop encourages pupils to experiment with changing the acidity of different papers and think about what is involved in conserving archives. Pupils will:

- Learn how to make their own de-acidifying agent and apply this to different papers before testing them to see its effectiveness.
- Understand how this technique has been used in current conservation projects.
- Consider which materials are safe to use on archives and why, and discover what happens if materials which aren't are used.



Evolving Language

How has language changed over the last 400 years?

Curriculum links: English Language

Key Themes: Standardisation, Social Context, Local Dialect

This workshop uses a range of texts to look at how everyday language has changed from 1600 to the present day. Pupils will:

- Look at the process of standardisation and consider which of the documents give the greatest evidence of how the process of writing has become codified over time.
- Consider the effects of social contexts on language use, by considering how gender representation and social power have impacted on the texts.
- Understand what impact the Norfolk dialect has had on the way some of the documents are written, including the use of spellings and choice of wording.

The majority of the workshop will be in the form of a discussion between the pupils themselves.

Sixth Form Archive Research Day

Friday 12 April, 10am-3pm

Are any of your pupils thinking of studying History or related subject at University?

Pupils can join us for an introduction to Archive Research, and use this experience in their UCAS personal statement and university interview.

The day will give pupils a good understanding of how to:

- Access an archive searchroom
- Use paper and online catalogues
- Handle documents correctly
- Include primary sources in your coursework and assignments

The day includes a chance to see a variety of original documents and meet other students.

Pupils must book a place *via* 01603 222599 or www.archives.norfolk.gov.uk/events

Lunch not included



Further Information

Find out more

Teacher's get half price on our Behind-The-Scenes Tours, during the school holidays and evenings by quoting 'TeacherHP'. To book and for dates and times please check our latest *What's On* booklet.

NEW

Join our new mailing list for teachers in order to receive information on upcoming events, workshops and news for schools by visiting https://public.govdelivery.com/accounts/UKNORFOLK/subscriber/new?topic_id=UKNORFOLK_937.

Partner schools

Many of our workshops have been developed with the help of local teachers and other professionals. We are always happy to hear from schools who would like a workshop made on a specific topic. If we feel there is a demand we can work with you to develop the workshop and trial it with your school before adding it to our programme for future years. Please contact us if you would like to be part of this programme.

Depositing Material

The Norfolk Record Office is the official place of deposit for many of the records from the counties schools, including log books, managers minutes and admission records. Depositing your records with us allows them to be preserved for the future. Many schools take digital copies to use within the classroom. If you would like some information on depositing your records, please let us know.

Websites

- *Norfolk Women in History* celebrates the role of Norfolk women in the history of our county and beyond.
www.norfolkwomeninhistory.com
- Norfolk's unique story during the First World War is told in a special blog to mark the centenary.
www.norfolkinworldwar1.org

Large print version of the booklet available on request. Call 01603 222599.

'I loved every bit. I don't really like history but I liked this lesson today.'

Pupil from Preston Primary School
after the *Norwich: A County of
Welcome* workshop

