

Norfolk Record Office Schools Programme 2019—2020



www.archives.norfolk.gov.uk

The Archive Centre, Martineau Lane, Norwich, NR1 2DQ

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What do we do?

Introduction

The Norfolk Record Office collects and preserves unique archives relating to the history of Norfolk and makes them accessible to people 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 details 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. This site includes a variety of teaching resources, available free of charge.
www.archives.norfolk.gov.uk/Learning-for-All
- Norfolk Record Office Blog. Our schools page includes information and recent school workshops.
www.norfolkrecordofficeblog.org
- Norfolk Women in History. This site celebrates the role of Norfolk women in the history of our county and beyond.
www.norfolkwomeninhistory.com
- Norfolk in World War 1. Norfolk's unique story during the First World War is told in a special blog to mark the centenary.
www.norfolkinworldwar1.org

Workshops

Most workshops can take place at The Archive Centre or in your classroom. Any that must take place either within the school or The Archive Centre only are indicated by a grey oval.

Standard Workshops

All our standard workshops for 2019-20 are listed in this booklet.

Workshops are free of charge.

Workshops within the classroom last 1 1/2 hours. Workshops at The Archive Centre, include original documents and last 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.

SEND and Younger Pupils

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.

We can adapt some workshops to suit younger pupils, if you would like to book for Key Stage 1 pupils please contact us to see what is possible.

Secondary Schools

Our programme includes a number of workshops for secondary schools. However, in the past we have run tailor-made workshops for the geography, history, English language and science curriculums. Please speak to us if there is a particular topic you are interested in which is not included in this booklet.



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.

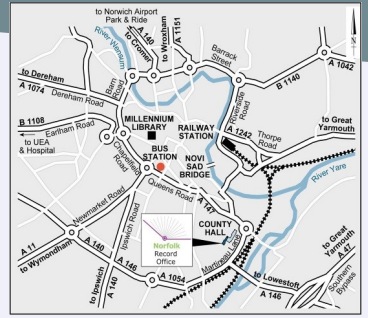
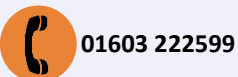
Other information

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, on:



Alternatively, you can join our Primary Schools or Secondary Schools mailing list by visiting <https://www.archives.norfolk.gov.uk/keepintouch>



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.

Available in school only

Second World War

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

Curriculum links: History

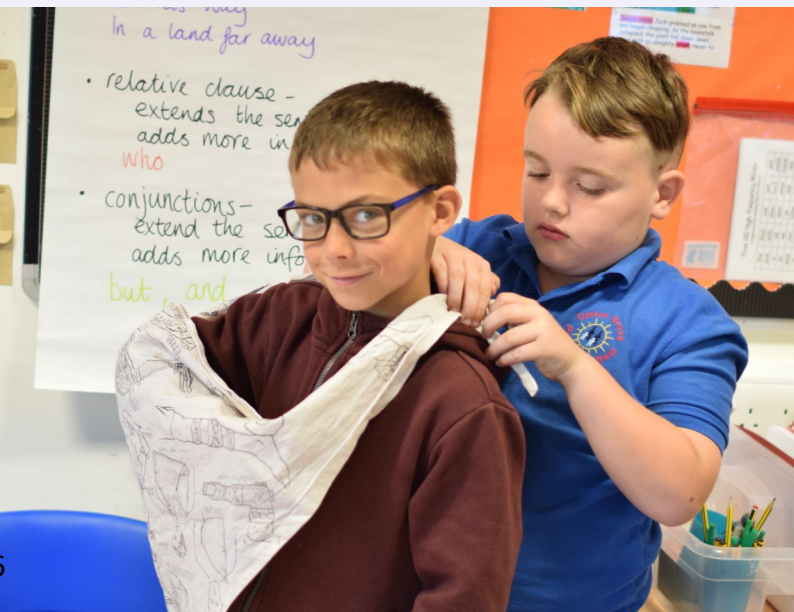
Key Themes: WW2, Local History

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.
- Older pupils will discover the difficulties faced in housing evacuees by imaging they are a billeting officer and working out which family to place each evacuee with.

'I didn't know being a refugee was as hard as this and lots came to Norfolk.'
Yr 6 pupil from Taverham Junior School. County of Welcome workshop

Workshops are available throughout the year and exclusively during Refugee Week, 15-19 June 2020



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.
- Investigating the roles both men and women at home played in the war effort. They will visit different locations in the classroom to pick up cards containing a variety of jobs and use a map of Norfolk to locate where these took place. Next they will find out how each job contributed to the war effort, to understand the meaning of the term 'home front'.

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.

*'In 1883 firemen weren't people that fight fire. They looked after the steam into the engine'.
Yr4 pupil from St William's Primary School. Introduction of Railways Workshop.*



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 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.

Working as an Historian

What skills do historians need and how do these enable them to look after archives?

Curriculum links: History

Key Themes: Local History, Careers

Pupils will learn the different skills historians use and put these into practice, by:

- Analysing a variety of documents and putting them into chronological order. Understanding the difference between primary and secondary sources by identifying these sources in the timeline they created.
- Learning the difference between conservation and preservation, before working in small groups to identify materials from a 'conservation kit' and considering which process they would be used for.
- Creating questions starting with interrogative words to investigate and interpret a document before communicating their findings to the rest of the class.

'This is a great activity. These workshops really add value.'

Yr6 teacher from Kinsale Junior School

Commenting on activities included in the Working as an Historian workshop



History of Our Village

Norfolk's Strangers

What was it like to live in our 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:

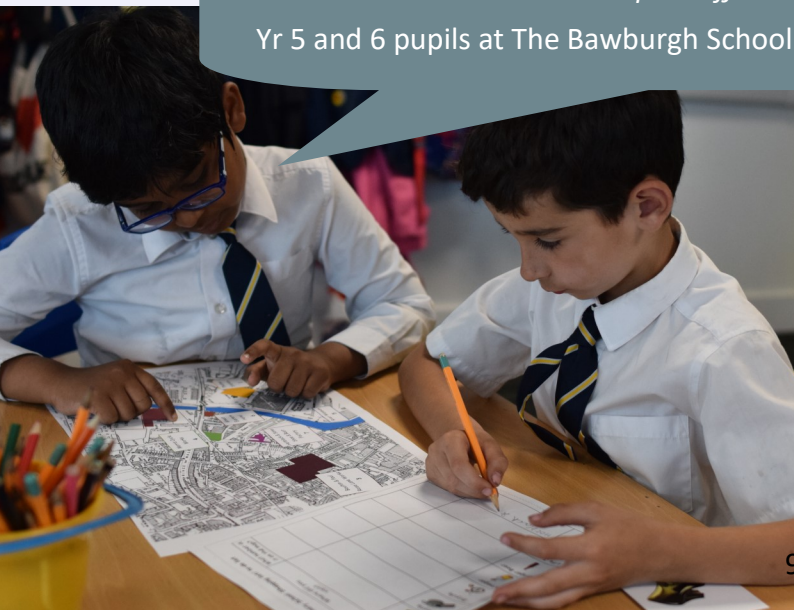
- Understanding the differences in the lives of poorer and richer families in their village using the 1901 census.
- Discovering how trades in their village have changed; why many of these trades were an important contribution to village life at the turn of the century, but have disappeared today.
- 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 activity is dependant on the documents we hold for your particular village and is only available for workshops at The Archive Centre.*

'I learnt [how to use] the census to look at the people in a house'.

'I leant there was a was post office and blacksmith in Bawburgh'

Yr 5 and 6 pupils at The Bawburgh School. History of Our Village workshop



Who were the Strangers and what did they bring to Norfolk?

Curriculum links: History, Citizenship

Key Themes: Refugees, Local History

Pupils will find out who the Strangers were, why they came to Norfolk and their legacy, by:

- Learning where the Strangers came from using modern and contemporary maps.
- Discovering why the Strangers were invited to Norfolk by officials.
- Understanding some of the Strangers feelings on arriving in Norwich by reading their letters home.
- Learning what the Strangers would have worn by looking at their probate inventories and then trying on some Tudor clothes.
- Uncovering what the Strangers introduced to this country by playing the indenture game.

2 payne of wolle combed
2 pairs of wool combs
1 payne of wolle combed
4 pounds of combed wool



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.

'I enjoyed the strongroom because you could see nearly all the documents that they have at the archive'.

Pupil, Broadland High School.
Delving into History workshop

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.

Available in The Archive Centre only



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.

Extended Project Qualification

How do you carry out research and evaluate sources?

This session is intended for pupils working towards their EPQ.

Staff will work with the school in order to ensure the session meets the requires of their current pupils and their chosen topic. During the session, staff will:

- Give an introduction to the Record Office and how to use the catalogue and searchroom.
- Work with the pupils to identify research skills, including OPVL analysis
- Provide a series of documents on which the students can practice their research skills.
- Encourage pupils to think about how they can use these skills in their own research.

Available in The Archive Centre only



Archive Research Day

Wednesday 23 October, 10am-3pm

Are any of your pupils thinking of studying History or a 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



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.

Join our new mailing list for teachers in order to receive information on upcoming events, workshops and news for schools by visiting <https://www.archives.norfolk.gov.uk/keepintouch>

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.

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.

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

'Truly one of the best trips I've taken the children on. They were so engaged!'

Teacher from Norwich Academy Primary School after a tailored visit of History Club pupils.

