SOCIETY OF ANTIQUARIES OF LONDON

KELMSCOTT MANOR
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Bringing your class to Kelmscott Manor

We love to welcome primary and secondary schools as well as FE and HE institutions to Kelmscott Manor, the country home of the great writer, designer, campaigner and political activist William Morris. Come and join us for creative, curriculum-based workshops, bespoke sessions and special projects!

Here are some things you should know before you visit:

When you can visit:

At Kelmscott Manor, we have allocated days for schools and community groups meaning that all groups can be assured that they have sole use of the Manor and its facilities for the duration of their visit.

School Workshops can be booked every Monday and Tuesday from April 1st to October 31st, subject to availability.

From November 1st to March 31st, the Manor is closed to all visitors. During our Closed Season, schools have the option of booking an Outreach visit, in which members of our Learning team will come out to run workshops in your school.

Group size:

Our purpose-built Learning Barn can accommodate a class size of 30 for workshops plus accompanying staff. Please get in touch if you would like to bring a larger group to discuss if special arrangements can be made to accommodate you.

The adult:pupil ratios for school groups are as follows:

- 1 adult for every 4 pupils in Early Years Foundation Stage
- 1 adult for every 6 pupils in Key Stage 1
- 1 adult for every 8 pupils in Key Stage 2
- 1 adult for every 10 pupils in Key Stage 3 and above

About the workshops:

Our school visits are led by the Learning & Outreach Officer and her team of friendly and experienced volunteers.

Our workshops are curriculum-based, hands-on, and enriching. We work with children and young people to help them grow in curiosity and knowledge, to develop skills and creativity, and to be inspired from the moment they set foot on our incredible site to their return to the classroom and beyond.

A full list of our current workshops for Primary and Secondary is available on our website. Teacher Notes are available for each workshop and will be provided on enquiry. For bespoke sessions and adaptations, please contact the Learning & Outreach Officer.

We encourage visits from specialist schools and colleges, and we will work with you to deliver a tailored programme of activities that meet the needs of all your students.

If you'd like to work with us on a longer project, speak to the Learning & Outreach Officer about how we can produce a programme of activities to take place onsite and in the classroom over a few weeks, a term, or even a full year.

Our approach to learning:

'I do not want art for a few, any more than education for a few, or freedom for a few.'

William Morris, *The Decorative Arts*

Our approach to learning is informed and inspired by the values and ethos of William Morris, his family, and their life at Kelmscott Manor. We believe that Morris's radical ideas about art, education, the environment, and society are as relevant to our twenty-first-century world as when he first spoke and wrote about them over one hundred years ago. When we participate in learning with Morris as our guide, we are invited to see the world differently, to become makers and experimenters, to be challenged in our thinking, and to strive for change.

Please read our **Manifesto for Learning** to find out more about the ten principles that guide the planning, development, and delivery of all our learning sessions.

Workshop Timings:

Onsite workshops at Kelmscott Manor last a full day. Our sessions usually begin at 10am and finish at 2.15pm. Please get in touch if you have any time constraints – we will adjust the timings where possible.

Prices:

Our sessions are currently charged at £8.50 per pupil. All staff and accompanying adults are free of charge.

For small group sizes we have a minimum visit fee of £100.

Financial Support for schools:

At Kelmscott Manor, we are committed to social impact and reducing barriers to participation. Every season, we make a generous number of places available for free for disadvantaged pupils.

We also have a travel bursary scheme in place to help schools in need access our rural location.

If your school has need of free places, or you would like more information about our travel bursaries, please get in touch with the Learning & Outreach Officer.

Booking a visit:

For all enquiries and to book a visit, please contact the Learning & Outreach Officer, Hannah Britton.

Email: learning@kelmscottmanor.org.uk

Phone: 01367 700862

Once we have found a suitable date, we will make a provisional booking and send you a booking form to complete. Your booking will be confirmed once we receive your completed booking form.

Please return the booking form to the Learning & Outreach Officer no later than 28 days before you will be making your visit.

Accessibility:

We aim to be fully inclusive at Kelmscott Manor. Please let us know at the point of booking what access requirements your students or staff may have or get in touch to discuss specific arrangements.

Our sessions are designed to be accessible to all students but can be differentiated to meet the specific access needs of members of your group. We offer sensory bags on request to help facilitate a visit for students with SEND. Please get in touch with the Learning & Outreach Officer to discuss how these might be used during your visit.

Kelmscott Manor is located in the small village of Kelmscott, West Oxfordshire. We have a carpark on the edge of the village for all visitors, including schools, to use. The carpark is an approximately 10-minute walk from the Manor. Please let us know at the point of booking if there are any members of your group who will not be able to make the walk. We have an electric shuttle bus that can be requested to transport those who need it. Any students using the bus must be accompanied by a member of school staff.

We are a historic site so while there is step-free access available to the ground floor of the house, the gardens, all surrounding outbuildings (including the Tea Room) and the Learning Barn, access to the upper floors of the Manor are via stairs only. There are handrails available on the stairs and the spiral staircase can be avoided by returning to the ground floor via the main staircase. Wheelchairs can be used throughout the site, including on the ground floor of the house. Due to the narrow doorways and for the protection of the collection we may ask visitors using motorised wheelchairs to transfer to one of our two manual wheelchairs before entering the house.

Please get in touch if you require any additional information or would like to discuss specific arrangements for your class.

Recommended arrival time:

As there is a short walk or bus ride to the Kelmscott Manor site, please plan to arrive in the carpark at least 15 minutes before your visit is scheduled to begin. If you anticipate that your class will need to use the toilets and settle in before the activities start, we recommend that you allow 30 minutes from your arrival in the carpark. This will enable your visit to run smoothly and for your class to get the most out of their visit.

Two members of our team will meet you in the carpark and escort you through Kelmscott village to the Manor.

What to bring:

We recommend that pupils bring only a packed lunch and drink with them. All materials that are needed for your visit will be provided onsite.

Lunch arrangements:

Please make sure all pupils and adults bring a packed lunch with them. Our Tea Room will be set up as a space for your class to use during breaks and lunches. If the weather allows, you can choose to make use of the benches on the Tea Lawn also. The Tea Lawn can be used as a space for play during breaks, but please be mindful of its proximity to the Radcot Cut, a small waterway which runs alongside the Manor grounds.

It is the school's responsibility to supervise the class during break and lunchtime.

Preparation before you visit:

We encourage you to visit Kelmscott Manor before your school visit so that you know where we are and to complete your school's risk assessment. Our Learning & Outreach Officer can arrange a free Teacher Familiarisation visit at a suitable time.

The Learning & Outreach Officer can be contacted throughout the run-up to your visit regarding any questions you might have.

Please make sure your class is prepared for the visit. This includes ensuring they dress appropriately for the weather and wear sensible shoes (including adults). Please make sure they know in advance that they are coming to an historic site, and it is hugely important that they behave safely and sensibly while they are with us so that nobody gets hurt and no damage is done to the museum collection.

Most visits will involve the class being split into smaller groups to undertake some activities. The Learning & Outreach Officer will let you know the number of groups required in advance of your visit. Please ensure you have arranged the groups before you arrive onsite.

What to do if you need to change/cancel your booking:

We appreciate that sometimes plans can change. If you need to change your booking, please contact the Learning & Outreach Officer as soon as possible. We can't guarantee to accommodate all requests, but we will work with you to facilitate any changes.

If you need to cancel your booking, we will endeavour to arrange another date for you. If you cancel within 14 days of your session and do not wish to change your date, you will not be entitled to a refund.

Please see our **Terms and Conditions** for more information about payments and cancellations.