

# school visits



Thank you for booking a school visit to Selly Manor Museum. Please find below information about the day. If you have any further queries please do get in touch. We look forward to seeing you soon.

## essential information for teachers

### Before your visit

- **Risk Assessment.** We strongly recommend that teachers come on a free pre-visit to discuss their needs. We will provide our own Risk Assessment, but we strongly recommend that teachers visit to carry out their own to ensure that their visit complies with any policies or procedures issued by their own Governing Body. Teachers are also able to check the site to assess access and other practical issues.
- Please ensure that all adults and children dress appropriately. The manor can be very cold in the winter.
- Please let us know in advance if any children in your group have specific needs so that museum staff can prepare, and ensure everyone gets the most out of their visit.

If you have any queries at all or would like to arrange a free pre-visit please call us on 0121 472 0199 or email [sellymanor@bvt.org.uk](mailto:sellymanor@bvt.org.uk)

### Arrival

- **By Coach.** Coach groups can be dropped off on Sycamore Road or Maple Road. We recommend that they park at Cadbury World after drop off, and not on any of the roads adjacent to the museum, as this causes congestion
- **By Train.** Selly Manor is a 15 minute walk from Bournville station.
- **By Bus.** The number 11 Outer Circle bus stops at Bournville Village Green, two minutes' walk from Selly Manor.

### During your visit

- Please be aware that during a visit to Selly Manor, school staff are responsible for disciplinary matters and First Aid provision.
- The day begins at 10am and finishes at 2pm. If you wish to stay at the site for longer please inform staff before your visit as we can provide resources for teacher-led activities, such as sketching.

Each class will be led by a member of our Education Team (10am – 2pm) which can include:

- Room sessions in the manor investigating various aspects of Tudor or Stuart life.
- Taking part in interactive experiences such as table laying, smelling herbs and spices, trying on replica armour and handling replica objects. Plus, hands on activities including trying on costumes and playing old games.

For younger children a shorter visit can be tailored to meet your needs. Please arrange this when booking. We will always do our best to ensure you do as many activities as possible, but if your group arrives late, we may have to cut short or omit some activities.

## **Lunch**

- If the weather is good then schools can take advantage of Selly Manor's garden. If not, schools can use Minworth Greaves, a large medieval hall.
- Please be prepared to ask your children to put their litter into their lunchboxes to take home. We are a small site and do not have the facilities to dispose of large amounts of rubbish.
- There are six toilets at the museum and it may be necessary to stagger groups of children. There is also an accessible toilet.
- Teachers and accompanying adults may like to bring their own hot drinks as there are no facilities for refreshments at Selly Manor.

## **Shop**

- We are a charity and would be very grateful if you could allow your children to use our shop, which helps to support the work of the museum.
- Gift bags (to any value) can be prepared in advance. This should be arranged prior to your visit as stock levels can change.

## **Adults**

- We rely on the willingness of the class teachers and helpers to assist us to ensure your visit is safe and enjoyable. Adults are free and we insist on a minimum ratio of 1 adult per 10 children.
- Selly Manor staff are not responsible for disciplinary matters, this rests with the teacher who is familiar with the children and their own school policy.
- We would be grateful if mobile phones carried by adults are on silent or vibrate so to minimise interruptions during the tour.

## **Payment**

- A typical day at Selly Manor costs (this should be confirmed when booking): £5 per child – with one of our Education Team (as of September 2019 the cost will be £6 per child).
- Payment should be made on the day by cash, cheque (payable to 'BVT') or debit or credit card. We can only invoice by prior arrangement. Booked groups that have been confirmed and do not turn up will be invoiced for the full amount. Please ensure that school staff leading the visit are aware of how payment is to be made.

## **Contact**

If you would like to discuss your visit please get in touch:

T. 0121 472 0199

E. [sellymanor@bvt.org.uk](mailto:sellymanor@bvt.org.uk)

W. [www.sellymanormuseum.org.uk](http://www.sellymanormuseum.org.uk)

**We hope that your teachers, helpers and children enjoy your visit!**

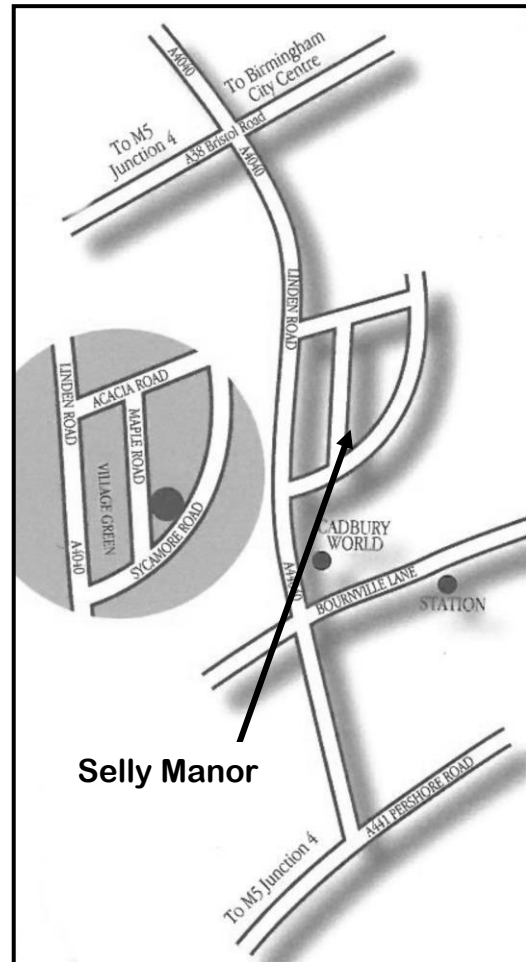
# how to get to Selly Manor

**teachers - please hand this  
information to your coach driver**

**Location address:**  
Selly Manor Museum  
Maple Road  
Bournville  
Birmingham  
West Midlands  
B30 2AE

The easiest way to get to Selly Manor is to follow signs for Cadbury World. Selly Manor is by Bournville Village Green, across the road from Cadbury World. Children can be dropped off on Sycamore Road or Maple Road, adjacent to the museum. Please do not double park.

Please be aware that Selly Manor is in a residential area, and turn off your engines when you are able to do so. Traffic congestion can be a problem in Bournville so please take care not to block the road.



If you are staying in Bournville until your group leaves, the best option for parking is in the designated coach park at Cadbury World. Please do not park on the roads around the museum as this causes congestion.

Your co-operation is much appreciated.

Gillian Ellis  
Heritage Manager  
Selly Manor, Bournville Village Trust  
0121 472 0199





## Selly Manor Risk Assessment – Educational Visits

**NOTE: Selly Manor staff are only responsible for educational visits that they are leading on site and around the village green. Getting on and off coaches, and crossing roads to get to Selly Manor should be part of the school's Risk Assessment for taking children out of school.**

- This Risk Assessment was produced according to guidelines published by the Health and Safety Executive, the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*.
- It is strongly recommended that school staff come on a pre-visit and make their own Risk Assessment for their trip to Selly Manor to ensure that they are complying with any requirements or regulations from their local authority or governing body.
- Selly Manor recommends a minimum ratio of 1 school staff member per 10 children. The school is responsible for ensuring they bring adequate adults and adhere to any school regulations for school visits.
- Visiting school staff including teachers, teaching assistant and any other school staff who accompany the children on a visit to Selly Manor are **wholly and entirely responsible for the supervision, safety and conduct of the children.**
- Selly Manor staff, volunteers and stewards' role is educational and they are not responsible for supervision or behaviour.
- First Aid provision must be supplied by the accompanying school whilst they are on site at Selly Manor.

<b>Site:</b>	Museum buildings and garden	<b>Date:</b>	23/04/2019
<b>Name of person(s) carrying out Risk Assessment:</b>	Gillian Ellis	<b>Review date:</b>	After incidents, near misses and any changes to the site or museum.

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control)	Do you need to do anything else to manage this risk?	Responsibility	
Slips, trips and falls	<p>Visitors and staff.</p> <p>Slips, trips and falls on the uneven stone floor, external steps, internal narrow staircase, over mats and ramps, trying on replica costumes, gravel on garden paths, ice on garden paths, wet floor in toilet when being cleaned, over doorstops/thresholds. Leading to bumps and bruises, and minor injuries such as sprained ankle or wrist.</p> <p>Children particularly vulnerable when playing games, dressing up and moving from room to room or going upstairs.</p>	<p>Verbal warning by museum staff before and during the tour. Re-iterate instructions to teaching staff</p> <p>Posters on noticeboards</p> <p>Regularly sweeping/clearing ice from paths</p> <p>Use of 'wet floor' sign when cleaning</p> <p>Notice at entrance if paths are icy</p> <p>Cable covers to be used when necessary for any electric cables</p> <p>Enforce use of handrail for school children on tours.</p> <p>Enforce 'single file' rule for going upstairs or through doors.</p>	Record and review incidents	Museum staff and school staff	

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control)	Do you need to do anything else to manage this risk?	Responsibility	
Head injury	School staff could bump heads on low ceilings and door frames	Verbal warning by Selly Manor staff and signage	Record and review incidents	Museum staff and school staff	
Trapping fingers	School and museum staff opening and closing heavy oak doors, trapping fingers	Verbal warning by Selly Manor staff, children are not allowed to close or open doors  Heavy doors wedged permanently open	Record and review incidents	Museum staff and school staff	
Low lighting and dark areas	School and museum staff tripping or falling	Verbal warning by Selly Manor staff and signage  Torches are available for visitor use	Record and review incidents	Museum staff and school staff	
Food displays and cleaning products	School and museum staff may have allergies to food on display, reaction to cleaning products.  Children particularly vulnerable due to their curiosity for food displays.	Verbal warning by Selly Manor staff  No nuts to be on display  Regularly change food displays	Record and review incidents	Museum staff and school staff	

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control)	Do you need to do anything else to manage this risk?	Responsibility	
		Asking teachers for allergy advice  Use COSHH information for cleaning products.			
Playing games, trying on costumes, handling objects	Children may get over excited leading to tripping up, dropping objects, minor injuries such as falls or being hit on the head by a diablo	Verbal instructions to be careful from Selly Manor staff  Adequate supervision from school staff.	Record and review incidents	Museum staff and school staff	
Electric shock	Visitors, particularly curious and unsupervised school children.  Sockets and plugs are accessible to visitors so these could be moved or tampered with leading to electric shock	Plastic covers are used in sockets  Appliances are regularly PAT tested  Adequate supervision requirements from school staff	Record and review incidents	Museum staff and school staff	
Burns	Staff serving hot drinks to teachers leading to scalds  Use of hot water in toilet leading to scalds	Issue lids for use with hot drinks  Verbal warning when handing over drinks	Record and review incidents	Museum staff and school staff	

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control)	Do you need to do anything else to manage this risk?	Responsibility	
	Standing too close to storage radiators	Warning signage in toilet Signage and supervision by school staff.			
Strangers (site is open to the general public)	Visitors and staff – assault, staff particularly vulnerable if lone working.  Children also vulnerable if unattended	Use of CCTV to monitor inside buildings  No unaccompanied children to go to the toilet or round the front of the house without a member of school staff.  Verbal instruction given to school staff.	Record and review incidents	Museum staff and school staff	
Emergency event	Visitors and staff	Maintain Emergency Plan, ensure Selly Manor staff know evacuation procedures  Regular servicing and testing of Fire Alarm  Regular servicing and testing of Intruder Alarm Regular fire drill events for staff	Review Emergency Plan and Procedures every 5 years or sooner if there is an incident.	Museum staff	

# SELLY MANOR



MUSEUM

## school resource pack



explore • learn • enjoy

# A Brief History of Selly Manor and Minworth Greaves

Selly Manor Museum is home to two of the oldest buildings in Birmingham. Selly Manor is a Tudor house and Minworth Greaves is a medieval hall house.

The oldest parts of Selly Manor date to the 1470s, just before Henry VII founded the Tudor dynasty. Originally known as Smyths Tenement, it was home to yeoman farmers, who owned their own land and held a prominent position in the local area.

The building prospered until about 1695 when it changed ownership, which marked its gradual decline. By the end of the 19<sup>th</sup> century it was divided into three dwelling, and known as The Rookery. Home to farm labourers the building then fell into disuse and faced an uncertain future.

Dilapidated and destined for demolition, Selly Manor was bought by chocolate manufacturer and founder of Bournville George Cadbury. George had the building dismantled and moved a mile from its original location, then rebuilt in the centre of his new garden village where it proudly stands today. Selly Manor was opened as a museum in 1916.

Inside the manor house is an outstanding collection of early furniture and domestic objects assembled by Laurence Cadbury, George's son.

In 1932 a second building, Minworth Greaves, was erected on the site. This is a 750 year old medieval hall house, moved from Minworth, near Sutton Coldfield.



*Selly Manor in the 1890s when it was known as the The Rookery*



*Selly Manor shortly after it was moved and rebuilt in Bournville*



*Minworth Greaves and Selly Manor today*

# The Laurence Cadbury Collection

## Laurence Cadbury

The objects at Selly Manor were mostly collected by Laurence Cadbury. He began collecting antique furniture when he was at university and continued throughout his life.

He visited antiques dealers and gradually assembled a collection of over 500 objects, which all help to show what life would have been like at Selly Manor hundreds of years ago.



## Ideas for the classroom

- Ask the children whether they collect things. It might be football cards, certain toys, badges or anything else. Ask them to bring their favourite in to school and tell their friends about why they like it.
- The children could write about their favourite object. If they are learning about the Great Fire of London, what would they save from their house? Samuel Pepys famously saved his parmesan cheese!
- Take lots of photos on your visit to Selly Manor. Back at school the children could sketch an object and label it with its name, what it's made of and what it was used for.



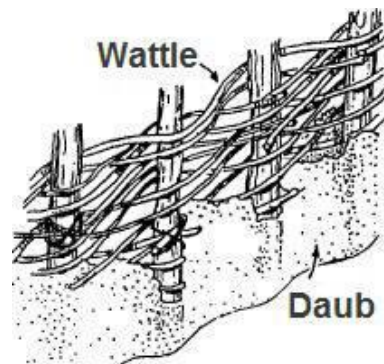
# Building Materials

Selly Manor is a timber-framed building. It is mostly made of oak beams which are fixed together using a mortice and tenon joint and held in place using a wooden peg.

The panels between each beam were once made of wattle and daub. Wattle is a weave of sticks that were slotted in place first. Then mud, clay, manure and straw were spread over the top. Some sections of Selly Manor have a brick infill between the beams, in a herring bone pattern, where the bricks are angled like fish bones. Selly Manor and Minworth Greaves would once have been thatched with straw but now have tiles on the roof.



*Above: Selly Manor in the late 19<sup>th</sup> century showing its timber frame and tall brick chimneys. The tiled roof and some of the brickwork were later additions.  
Right: A panel of wattle and daub.*



## Ideas for the classroom

- Construct your own timber framed buildings using card and black paper straws.
- Make your own wattle and daub. Use hazel twigs to create a weave of sticks, then mix clay, sand and a little bit of straw to make daub. Spread the daub on the wattle using your hands.
- Get lots of pictures of buildings, some old and some new. Ask the children to place them in the order they were built.

# Make a Pomander

Life in England hundreds of years ago could be a bit whiffy. Just think – no flushing toilets, no hot running water. People didn't wash themselves or their clothes nearly as often as we do now, so things could get a little smelly. Rich people had a cunning plan though – they used to carry round sweet smelling herbs, spices and pomanders to sniff at when things got bad.

## Try making your own pomander

You will need:

An orange

Pins or a cocktail stick

Red ribbon

Cloves

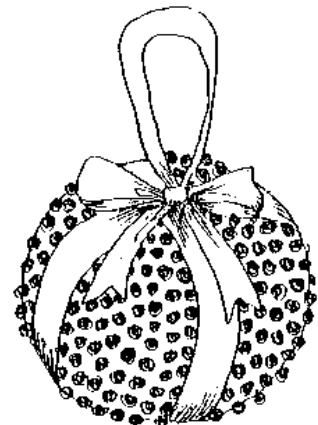
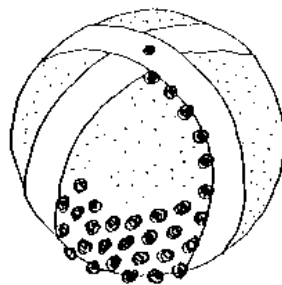
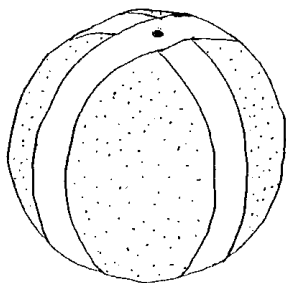
Ground cinnamon

Greaseproof paper

1. Wrap your ribbon around the orange, pinning it in to place. You could wrap it around once, or twice to make a cross shape. Tie a bow on top of the orange.
2. Press the sharp point of the cloves into the orange. If you have difficulty use a pin or cocktail stick to make a small hole first.
3. Sprinkle some cinnamon onto a piece of greaseproof paper. Roll your orange over the paper covering it in the cinnamon powder.

### Idea!

Instead of placing the cloves randomly, try creating a design on your orange, or forming initials.



# Make Gingerbread

The first gingerbread men are said to have been created for the amusement of Queen Elizabeth I. They were moulded into the image of her favourite suitors and courtiers, decorated with gold leaf and then devoured at royal feasts. Have a go at making your own...

You will need:

- 350g (12oz) plain flour + extra for rolling
- 1 level tsp bicarbonate soda
- 2 rounded tsp ground ginger
- 110g (4oz) unsalted butter, cubed
- 175g (6oz) light muscovado cane sugar
- 1 large egg, beaten
- 4 tbsp golden syrup

1. Rub the butter into a mixture of flour, bicarbonate of soda and ginger in a mixing bowl. Once you get fine breadcrumbs, add the light muscovado cane sugar.

2. Make a well in the centre, stir in the beaten egg and golden syrup and mix with a wooden spoon to make a soft, smooth dough.

3. Preheat the oven to 190°C / 170°F or gas mark 5 – while it warms up, turn the dough out onto a lightly floured surface and knead. Roll out to 5mm ( $\frac{1}{4}$ " ) thickness and stamp with a 13cm (5") gingerbread man cutter. Transfer to two lightly greased baking trays, then re-roll the remaining dough and repeat.

4. Bake on the top and middle shelves for 10-12 minutes, swapping trays halfway, until slightly darkened. Leave for a few minutes to firm up, then transfer to a wire rack until they are completely cool customers.

## Idea!

You could decorate the gingerbread men / women as historical figures using icing and sweets!



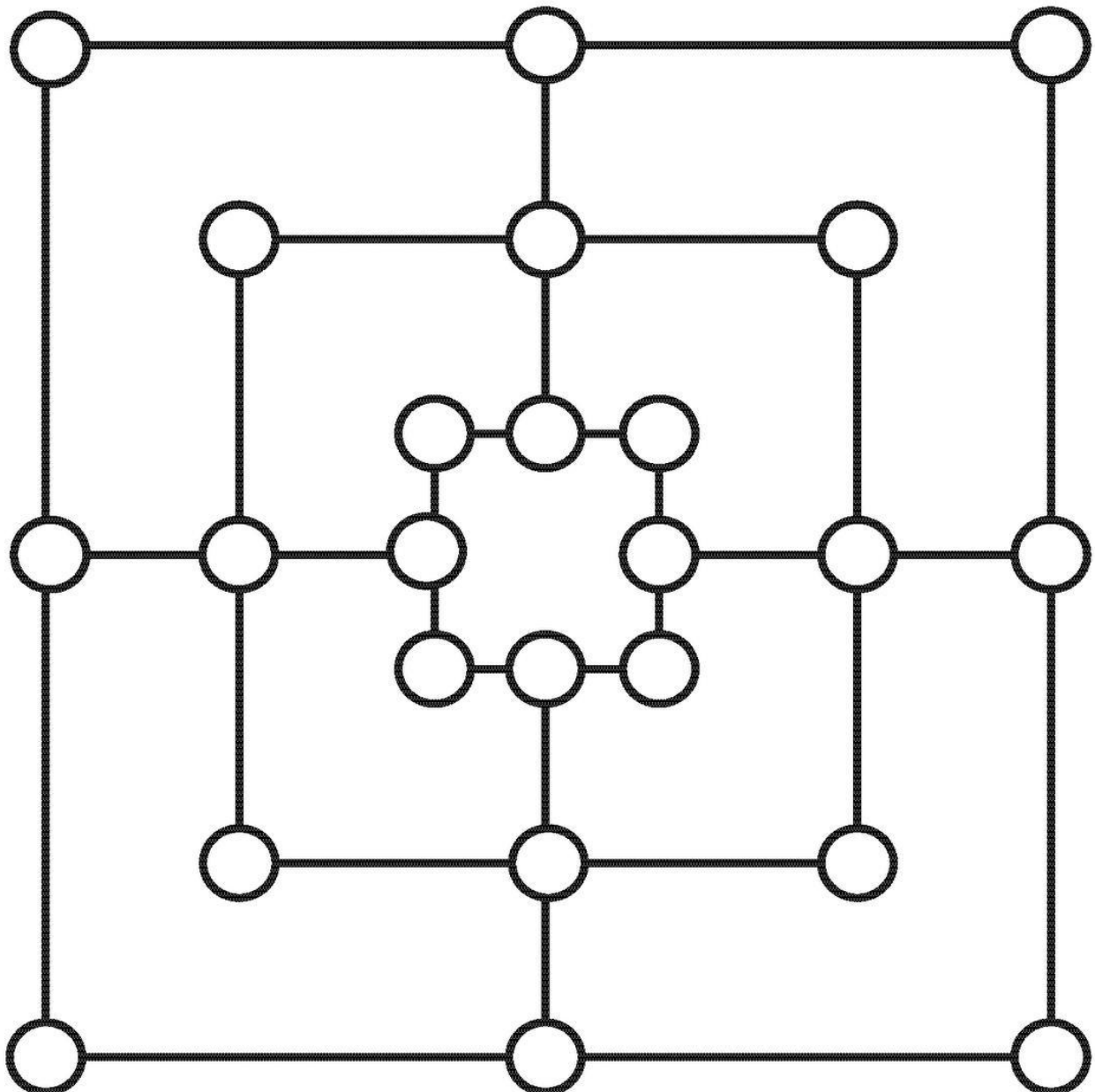
## Old Games

The nurseries of richer children were filled with rocking horses, wooden toys and games and dolls. Poorer children made their own toys out of scraps of wood lying about the farm or street.

Chess and other board games were very popular hundreds of years ago. The most popular game was 'Nine Men's Morris'. Players tried to get three men (pieces of chalk or pebbles) in a row while preventing the other player doing the same (a little bit like noughts and crosses).

Boards were marked out by cutting squares and dots into the earth, or drawing them onto slate or stone. Have a go at playing using the board on this page.

You need 9 counters each, each set needs to be a different colour. The board starts empty, take it in turns to add a counter. Every time you get three in a row, you get to remove one of your opponent's counters. Once all your counters are on the board, you can use your turn to move a counter along a line to the next stop. The game ends when a player has only 2 counters left or they are unable to move.



## More Ideas

Here are some more ideas you might like to do at school!



### BOURNVILLE

- DESIGN YOUR OWN VILLAGE
- RESEARCH GEORGE CADBURY
- PLAY VICTORIAN GAMES
- MAKE A VICTORIAN COLLAGE
- CREATE YOUR OWN VICTORIAN CLASSROOM
- DRAW A BOURNVILLE POSTER



- ### SELLY MANOR
- MAKE A MODEL OF THE MANOR
  - WRITE A CREATIVE STORY USING THE MANOR AS THE SETTING
  - HAVE A SELLY MANOR CLASS QUIZ AFTER YOUR VISIT
  - WRITE A THANK YOU LETTER TO YOUR GUIDE
  - PLANT HERBS IN POTS TO RE-CREATE THE GARDEN



# Online Resources

For more great information visit the Selly Manor Museum website  
**[www.sellymanormuseum.org.uk](http://www.sellymanormuseum.org.uk)**



## Highlights include;

- Lots of great images
- A video of the history of Selly Manor with expert George Demidowicz
- A downloadable audio tour and performance by local students
- Information about Selly Manor, Minworth Greaves, the Laurence Cadbury Collection, the garden and Bournville

If you want to find out more to support your studies here are some other useful websites;

### The Tudors

Woodlands Resources – [resources.woodlands-junior.kent.sch.uk/homework/Tudors](http://resources.woodlands-junior.kent.sch.uk/homework/Tudors)  
The National Archives and V&A Museum – [www.tudorbritain.org](http://www.tudorbritain.org)  
BBC Bitesize Tudor and Stuarts Video Clips – [www.bbc.co.uk/education](http://www.bbc.co.uk/education)

### The Great Fire of London

Museum of London – [www.museumoflondon.org.uk/explore-online/pocket-histories/what-happened-great-fire-london/](http://www.museumoflondon.org.uk/explore-online/pocket-histories/what-happened-great-fire-london/)  
Samuel Pepys' Diary – [www.pepys.info/fire](http://www.pepys.info/fire)

### Bournville

Bournville Village Council – [www.bournvillvillagecouncil.org.uk/a-heritage-map-of-bournville](http://www.bournvillvillagecouncil.org.uk/a-heritage-map-of-bournville)  
Bournville Village Trust – [www.bvt.org.uk/our-business/the-history-and-ethos-of-bournville/](http://www.bvt.org.uk/our-business/the-history-and-ethos-of-bournville/)

