

School Visits Resource Pack – Bournville



Explore • Learn • Enjoy

Supports children's understanding of the National History Curriculum

KS1-Significant historical events, people and places in their own locality.

KS2- a study of an aspect of history of a site dating from a period beyond 1066 that is significant in the locality.

KS3- A local history study.

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.

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Essential information for Teachers

Before your visit

- **Risk Assessment.** Where possible, we recommend that teachers come on a free pre-visit to discuss their needs and to carry out their own risk assessment if needed. We have provided our own Risk Assessment below, but please be aware that our risk assessment is site specific and may not address all the needs of your particular group. Free pre-visit times can be arranged either during or after normal school hours.
- 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

Arrival

- **By Coach.** Coach groups can be dropped off on Sycamore Road or Maple Road. To avoid congestion, we encourage coach drivers to park at the coach parking at Cadbury World after drop off, and not on any of the roads adjacent to the museum.
- **By Train.** Selly Manor Museum is a 15 minute walk from Bournville station.
- **By Bus.** The number 11 Outer Circle bus and the number 27 bus stop 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 session 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:
 - Walking tour of Bournville Village
 - Hands on activities
 - Storytelling activities.
 - For younger children a shorter visit can be tailored to meet your needs. Please arrange this when booking.

Arriving late: 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. All accompanying adults are free and we require 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.

Numbers

- We can accommodate a maximum of 90 children per day. Depending on the number you bring, the group may be split into 2 or 3 smaller groups. Each of these smaller groups will be led by a member of our Education Team for the day.

Payment

- Full day (10am - 2pm): £8.50 per child, free for all accompanying teachers and helpers.
- As standard, we will invoice for school visits, to the details given when booked, at the end of the month. Payment can alternatively be made on the day by cash, cheque (payable to Bournville Village Trust) or debit or credit card. Groups that have been confirmed and do not turn up will be invoiced for the full amount.

Contact

- If you would like to discuss your visit please get in touch:
 - T. 0121 472 0199
 - E. sellymanor@bvt.org.uk
 - W. www.sellymanormuseum.org.uk

Location

Selly Manor is located on the corner of Maple and Sycamore Road, next to Bournville village green, 4 miles south of Birmingham city centre.

Location address:

Selly Manor,
Maple Road,
Bournville,
Birmingham,
B30 2AE

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

Cancellation

There is a £75 administration fee for cancellations within 10 working days of your visit.

In the unlikely event that the trip needs to be cancelled due to Selly Manor Museum staff being unable to deliver the session, we will be happy to find an alternative date for your visit. *Selly Manor Museum is not liable for any further costs incurred to your school (e.g. travel costs).*

Bournville School Visits

Topic

Discover the heritage of the beautiful model village of Bournville and the important role George Cadbury had in developing it. This session explores how Quaker philosophies inspired the Cadbury family to create a better environment for their workforce, and draws comparisons between the Back to Backs in Birmingham City Centre and the garden village of Bournville. If you would like us to tailor your visit, please discuss this with us when booking.

This session supports a number of Key Stage 1 , Key Stage 2 and Key Stage 3 National Curriculum elements including:

1. a history topic '*beyond living memory*' and '*the lives of significant individuals in the past who have contributed to national and international achievements.*'
2. '*a local history study*' and '*British history that extends pupils' chronological knowledge beyond 1066.*'

Suggested Timetable

Please note that timings change depending on arrival and departure times. We will also make necessary alterations if your group is split into 3 smaller groups.

Bournville School Visits		
	Group 1	Group 2
9.50am – 10am	Arrival	Arrival
10am – 11.45am	Introduction storytelling	Introduction storytelling
	Walking Tour of Bournville Village Green. Victorian Games.	Victorian Games. Walking Tour of Bournville Village Green.
11.45am – 12.30pm	Lunch and toilets	Lunch and toilets
12.30pm – 2pm	Build a Village activity. Tour of the House	Build a Village activity. Tour of the House
2pm	Departure	Departure

Getting to Selly Manor Museum

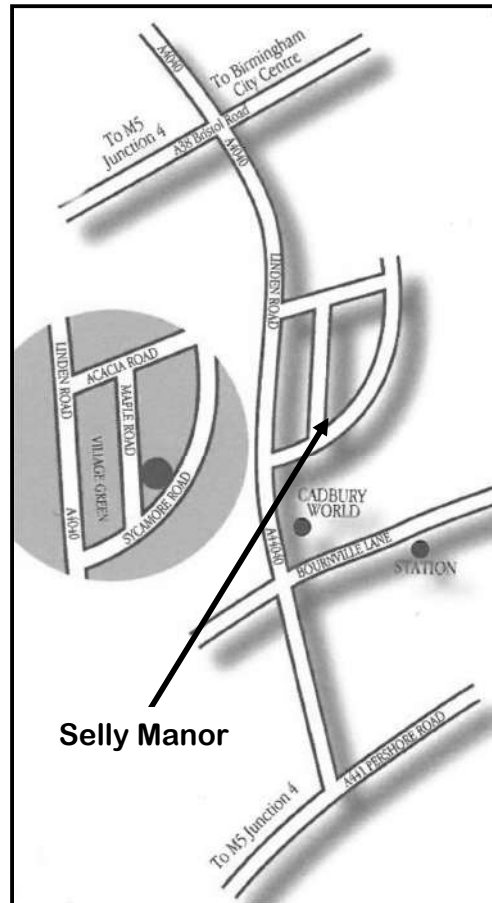
Please hand this information to your coach driver.

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.


Risk Assessment

RA Reference:	SM-2	Activity:	Educational Visits Selly Manor Museum										
		Brief description of activity:	The delivery of educational visits at Selly Manor Museum										
		Assessor's name:	Daniel Callicott			Signature:							
		Date of assessment:	15.07.2024										
People exposed to the risks: e.g. Employees, Public, Visitors, Residents				Employees, Visitors, Public, School Staff and Children									
Hazard(s) / Risk(s)		No Controls Risk Rating:			Control measures in place			Current Risk Rating:			Actions required	By whom	By when
		L	C	R	L	C	R						
Slips, trips and falls: 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 and thresholds. Leading to bumps and bruises, and minor injuries such as sprained ankle or wrist. Children particularly vulnerable when playing games, dressing up and moving from room to room or going upstairs.		3	3	9	Verbal warning by museum staff before and during the tour. Re-iterate instructions to teaching staff Posters on noticeboards Regularly sweeping/clearing ice from paths Use of 'wet floor' sign when cleaning Notice at entrance if paths are icy Cable covers to be used when necessary for any electric cables Enforce use of handrail for school children on tours. Enforce 'single file' rule for going upstairs or			1	1	3	None	N/A	N/A

				through doors.						
Head injury: On low ceilings and door frames	3	2	6	Verbal warning by Selly Manor staff and signage Administer First Aid if necessary.	2	2	4	None	N/A	N/A
Trapping fingers: Opening and closing heavy oak doors, trapping fingers	3	2	6	Verbal warning by Selly Manor staff, children are not allowed to close or open doors Heavy doors wedged permanently open	1	3	3	None	N/A	N/A
Low lighting and dark areas: Tripping or falling	3	3	9	Verbal warning by Selly Manor staff and signage Torches are available for visitor use	1	3	3	None	N/A	N/A
Food displays and cleaning products: Allergies to food on display, reaction to cleaning products. Children particularly vulnerable due to their curiosity for food displays.	3	3	9	Verbal warning by Selly Manor staff No nuts to be on display Regularly change food displays Asking teachers for allergy advice Use COSHH information for cleaning products.	1	3	3	None	N/A	N/A
Playing games, trying on costumes, handling objects: Excitement leading to tripping up, dropping objects, minor injuries such as falls or being hit on the head by a diablo	3	2	6	Verbal instructions to be careful from Selly Manor staff Adequate supervision from school staff.	2	2	4	None	N/A	N/A
Electric shock: Sockets and plugs are accessible to visitors so these could be moved or tampered with leading to electric shock	2	5	10	Plastic covers are used in sockets Appliances are regularly PAT tested Adequate supervision requirements from school staff	1	5	5	None	N/A	N/A
Burns: Serving hot drinks to teachers leading to scalds Use of hot water in toilet leading to scalds Standing too close to storage	3	2	6	Issue lids for use with hot drinks Verbal warning when handing over drinks Warning signage in toilet Signage and supervision by school staff.	2	2	4	None	N/A	N/A

radiators										
Strangers (site is open to the general public): Assault, staff particularly vulnerable if lone working. Children also vulnerable if unattended	2	4	8	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.	1	4	4	None	N/A	N/A
Emergency event: Fire, flood, structural damage	2	5	10	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	1	5	5	None	N/A	N/A

Risk Assessment

RA Reference:	SM-8	Activity:	Village Green Tours Selly Manor Museum								
		Brief description of activity:	Conducting guided tours of Bournville village green								
		Assessor's name:	Daniel Callicott				Signature:				
		Date of assessment:	15.07.2024								
People exposed to the risks: e.g. Employees, Public, Visitors, Residents						Employees, Visitors, Public					
Hazard(s) / Risk(s)		No Controls Risk Rating:			Control measures in place	Current Risk Rating:			Actions required	By whom	By when
		L	C	R		L	C	R			
Traffic: Adults and children not paying attention to oncoming traffic. Older adults can be especially vulnerable due to mobility issues or being hard of hearing. Possible near miss car accident.		3	5	15	Pre-visit and verbal warning by group leader, museum staff and school staff, clear instructions on proposed route. Selection of appropriate crossing points. Supervision by group leader.	2	5	10	None	N/A	N/A
Slips, trips or falls: Uneven pavement slabs and kerbs or on wet or icy surfaces Older adults can be especially vulnerable due to mobility issues. Children can be especially vulnerable due to not paying attention.		3	3	9	Verbal warning by group leader, museum staff and school staff. Supervision by group leader.	1	3	3	None	N/A	N/A
Members of the public: Group adults and staff, possible assault or confrontation		2	4	8	Museum staff to ensure that groups are managed with consideration for the general public and do not block pavements.	1	4	4	None	N/A	N/A
Extreme weather conditions: Heat exhaustion, tiredness,		3	2	6	Verbal warning by group leader and museum staff.	2	2	4	None	N/A	N/A

dehydration or getting cold and wet.				Consider postponement of tour. Use of shaded or sheltered areas, rest stops and having water available at the museum.						
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A History of Selly Manor Museum

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.

1470s

The oldest parts of Selly Manor date to the 1470s. Originally known as Smyths Tenement, it was home to yeoman farmers.

1695

In 1695 the building changed ownership, which marked its gradual decline.

1861

By the end of the 19th 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.

1907

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.

1916

Selly Manor was opened as a museum in 1916.

1921

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

1932

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 Rookery.



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



Selly Manor and Minworth Greaves as it is now.

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



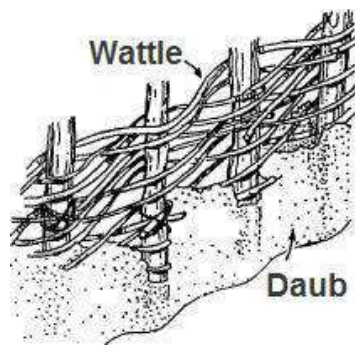
- Ask the children whether they collect things. It might be football cards, certain toys, badges or anything else. Ask them to bring their favourite in to school and tell their friends about why they like it.
- The children could write about their favourite object. If they are learning about the Great 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 Material

Building Selly Manor

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.



*Left: Selly Manor in the late 19th 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.*

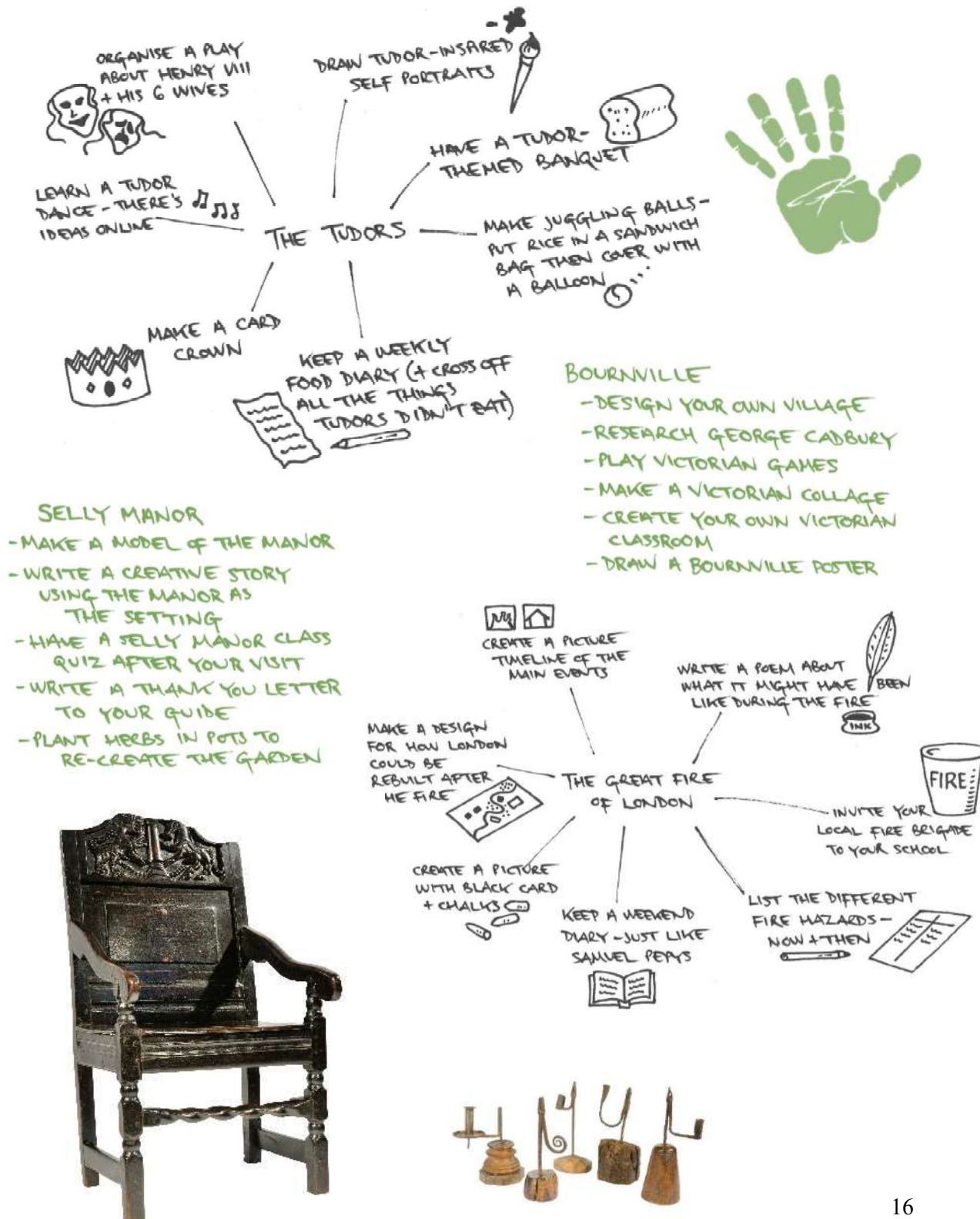


Ideas for the classroom

- 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.

More Ideas

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



Online Resources

For more information visit the Selly Manor Museum website

www.sellymanormuseum.org.uk

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

The National Archives and V&A Museum – www.tudorbritain.org

BBC Bitesize Tudor and Stuarts Video Clips – 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/

Samuel Pepys' Diary – www.pepys.info/fire

Bournville

Bournville Village Council –

www.bournvillevillagecouncil.org.uk/a-heritage-map-of-bournville

Bournville Village Trust –

www.bvt.org.uk/our-business/the-history-and-ethos-of-bournville/