



## Tarves Heritage Centre and Victorian Classroom

### School Visit Booking Form

School .....

Contact name/  
Class Teacher: ..... Contact Number: .....

Date of Visit: ..... Class: .....

No. in Class: ..... Boys: ..... Girls: .....

Arrival Time: ..... Departure Time: .....

Names of Museum volunteers for your visit: .....

To help cover our costs we ask that schools make a donation of £1 per pupil. Tarves Heritage Project is a registered charity and we rely on donations. Please bring a cheque or cash on the day of your visit. Cheques should be made payable to "Tarves Heritage Project". Your donation will help us to continue to develop and deliver our 'hands on' education programme, which is run entirely by unpaid local volunteers.

#### NOTES :

- A list of class names is requested before your visit so that Victorian attendance / achievement certificates may be prepared and given to you on the day. (As soon as possible and not less than one week before the visit, please.)
- The Centre is situated in The Square, Tarves. Two museum volunteers will welcome you and be available for answering questions etc. Our volunteers have all undergone Disclosure checks.
- The "schoolroom scenario" – suggested format attached – is run by yourselves. You should appoint a teacher and a teaching assistant. You may also wish to include an inspector in the scenario. Costumes are available for female teachers and assistants however to ensure fit we would suggest you wear your own if possible – a dark coloured long skirt and a high necked blouse – male staff should dress in a black suit with waistcoat, black shoes and socks, a black tie and a white wing collared shirt. Children should be encouraged to dress in an appropriate manner e.g. with  $\frac{3}{4}$  length skirts and white high necked blouses; or long trousers tucked into socks and a granddad shirt. Waistcoats and aprons are available at the centre to finish this off authentically.
- A risk assessment is included and you should ensure that the staff, helpers and pupils are made aware of the contents of this prior to the visit.
- We have no facilities for lunch but Haddo Country Park is close by and there are picnicking facilities there.

[www.tarvesheritage.org.uk](http://www.tarvesheritage.org.uk)

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