



Booking Enquiry Form: Caistor Roman Town School Visits

Please complete the forms on pages 2-3 below and return to info@norfarchtrust.org.uk

Booking a site visit

Please note

- The Roman Town site is large! 90 minutes is the minimum time that should be allowed for a visit. Time is built into the suggested activities to walk from one part of the site to another, but it will still only be possible to explore a limited part of the site in this time. 2 hours or more would be better, as this will give pupils time to really explore the site, and take part in more activities.
- It is unlikely that we will be able to provide more than two volunteers per visit. It is therefore recommended that you do not plan for more than two volunteer-led activities.
- Please remember that volunteers must be accompanied by an adult provided by the school at all times.
- No more than 15 pupils per volunteer-led activity, if pupils are over 8 years old.
- No more than 8 pupils per volunteer-led activity if pupils are under 8 years old.
- Appendix 1 sets out the activities that are available. Once you have submitted your booking enquiry form the Trust will get in touch to talk about a programme for your site visit taken from this list, and that will fit with your timetable and volunteer availability. **Please note we cannot guarantee that volunteers will be available for the date you want to visit.**
- Appendix 2 shows an example of a programme for a minimum 90 minute visit with two volunteers and 60 pupils. **Please note that this programme includes school-led activities.** Preparation for these activities prior to the visit will help make the session a rewarding experience.
- Appendix 3 shows the 4 suggested routes for four groups. The routes for Groups 3 & 4 are shorter and you may wish to bear this in mind when deciding who goes into which group.
- Before you complete the form please read our *Planning Information for Schools* leaflet, and our *Caistor Roman Town Schools Activities Pack* both available from the website www.norfarchtrust.org.uk - click on 'schools information' page
- If possible please submit this form at least four weeks before you would like to visit.



Name and address of school	
Name of main contact for visit	
Contact number	
Contact email	
Mobile phone number for contact on day of visit:	

Activity required

1	In-school visit? (please tick) (The current in-school activity offered is 'What's in the box?' Archaeological Finds activity)	YES		NO	
Date preferred:					
Start time of visit					
End time of visit					
Number of pupils participating					
Age range of pupils					
Please let us know if any of the participating children have special needs that volunteers should be aware of:					



2 Site visit to Caistor Roman Town		YES		NO	
Date preferred					
Start time of visit					
End time of visit [i.e. the time your transport will be leaving] Please allow at least 90 minutes for your visit					
Number of pupils participating NB: No more than 60 pupils per site visit					
Number of accompanying adults to be provided by school					
Age range of pupils					
Donation NB We invite donations of £1.50 per pupil to be paid prior to visit – BACS details below					

Information for paying by BACS: Account Name: Norfolk Archaeological Trust Account no.70654337

Sort code: 20-62-53

Address: BARCLAYS BUSINESS CENTRE 5-7 Red Lion Street Norwich NR1 3QH

Please let us know if any of the participating children have special needs that volunteers should be aware of:

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Appendix 1: Table of activities

Activity	School-or volunteer-led	Time required	Other info
Activity 1: Who? What? Where? When? Why? How?	Volunteer-led activity	15-30 minutes depending on time limitations	Volunteers will provide necessary resources to support this activity. 15 people per group.
Activity 2: Welcome to the Forum!	Volunteer-led activity	45 minutes – 1 hour	Volunteers will provide necessary resources to support this activity 15 people per group.
Activity 3: Walk back in time	Volunteer-led activity	15 minutes	Volunteers will provide necessary resources to support this activity 15 people per group.
Treasure hunt in the Church	School-led	15 - 30 minutes	Includes toilet stop – recommended for all visits. Please bring print-outs of the treasure hunt (see Activities Pack Resources)
Collecting the treasure: Digital interpretation tour	School-led	45 minutes	Uses on-site AR interpretation – requires smart phones or tablets , and downloaded free Caistor Roman Town app.
Sketch the walls	School-led	No time limit	The walls are most visible on the north side of the site
How big was <i>Venta Icenorum</i>?	School-led	30 minutes	
Be a Roman Soldier!	School-led	15 minutes	Some preparation prior to the visit to learn the Latin commands for this activity is recommended (see Activities pack for resources)
Panoramic view	School-led	30 minutes	This is quite a long walk up a hill for young children – suggest this activity is only undertaken on longer visits
Play pooh sticks on the bridge!	School-led	30 minutes	Quite a long walk to the bridge- suggest activity is only undertaken on longer visits

Please submit your completed form to info@norfarchtrust.org.uk



Appendix 2: example of visit programme: 90 minutes, 60 pupils, 2 volunteers

	1.15	1.30	1.45	2.00	2.15	2.30	2.45
V1	Takes Group 1 & Group 3 on the Walking back in time' activity to south gate	V1 picks up Group 4 from picnic area and does 'Who what where when' to church (pick up flags on way)	Picks up Group 2 from church and accompanies to NW corner, crosses over with Group 1	Accompanies Group 1 back to church	Return to church	Takes Group 1 from church to car park 'Who what where when'	Leave
V2	Takes Group 2 on 'What where when?' from car park to church	V2 walks from church around south wall and catches up with Group 3 coming towards church, accompanies to church	Picks up Group 2 from church and walks to north wall	Return to church	Picks up Group 3 at church and does 'who what where when' towards car park	Picks up Group 2 and Group 4 at south gate and walks back to the car park 'Walking into the future'	Leave
Group 1 Longer route	Group 1 on the Walking back in time' activity to south gate	Group 1 does 'Be a Roman Soldier' south gate – north gate	Group 1 walks from north gate to church, sketching/AR panel via north-west corner	----->	Group 1 does church treasure hunt	Group 1 does 'who what where when'	Leave
Group 2 Longer route	Group 2 on 'What where when?' from car park to church	Group 2 does church treasure hunt	Group 2 walks from church to north-west corner AR panel and around north walls- sketching	----->	Group 2 does 'Be a Roman Soldier' from north gate to south gate	Group 2 walk from south gate back to the car park 'Walking into the future'	Leave
Group 3 Shorter route	Group 3 on the Walking back in time' activity to south gate	Group 3 looks at south gate AR panel and walk round south wall to church – sketching	----->	Group 3 does Church Treasure hunt	Group 3 does 'who what where when' towards car park	Group 3 does 'be a Roman Soldier' in picnic area	Leave
Group 4 Shorter route	Group 4 does 'be a Roman Soldier' in picnic area	Group 4 does 'What where when' towards church	Group 4 does Church Treasure hunt	Group 4 walks along wall to south gate and AR panel - sketching	----->	Group 4 'Walk into the future'	Leave



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Caistor Roman Project



Historic England

Appendix 3: Suggested routes

