



Exeter Cathedral Pilgrim Days



Pilgrim Days 2020 Schools Information Pack Primary School Yr6



Tues 16th, Wed 17th & Thurs 18th June

This pack has been put together to support Yr6 (4 / 5) Class teachers in preparing their children for the visit to Exeter in June.

Please read carefully and contact Lisa Gordon with any enquiries;

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Context

Pilgrim Days are a very special event in the life of children in the church schools that we serve. They give the opportunity to bring together children, staff and volunteers from church schools with other schools they are working with. **Through worship, workshops, song and prayer we celebrate their journey so far and think about the next stage in their journey through education and indeed, life.** We believe it is a joy to bring children together to worship in this sacred place.

This being the first year we are offering Pilgrim Days to year 6 pupils, we will endeavour to make it as relevant as we can and will be happy to receive feedback after the event. It is also our aim to make the Pilgrim Days as accessible to as many of the diocese church schools and other local schools, as possible. (Should you have a mixed year group and want to bring other year groups along to make the trip worth your while, then please do).

We hope that you will be able to join us in June to experience this celebration of moving on and exploring the theme of 'Pilgrimage'. This booklet sets out for you our aims and vision as well as and useful information that you may need in preparation for your Pilgrim Day.

Aims

- To gather together children and staff from our local school family to celebrate their school experience and send them on the next stage of their journey.
- To celebrate God's love and care for them now and in the future.
- To acknowledge the rite of passage moving on to the next phase of their education.
- To welcome children and staff from our school communities to worship together in their cathedral.
- To look back, be thankful and celebrate and also to look forward with hope.
- To encourage children to mix and work with other children and adults to help them prepare for the next stage of their journey.

Vision & Values

'That they may have life, life in all its fullness.' John 10:10

What we value about Pilgrim Days

- Celebration
- Journeying
- Welcome
- Thankfulness
- Belonging
- Fellowship
- Worship
- Partnership

Planning Group

Lisa Gordon **Head of Education, Exeter Cathedral**

John Searson **Diocesan Director of Education**

Sue Lockwood **Diocesan Deputy Director of Education**

Tatiana Wilson **Projects and Vulnerable Pupils**

Katherine Lyddon **Diocesan Children's Ministry Adviser**

Booking

Booking will be done via an online form on the Pilgrim Days webpage. There are **250 - 300** places available each day. If there are not enough places left for your party on your first choice of day, we will let you know and offer you an alternative day. Once you have completed the online form you will receive a confirmation email of your booking, you can then go ahead and book transport etc. Pupil allocation to workshops and extra details will be finalised with you once the booking forum has closed in May.

Cost

The cost is £8 per child. This is to cover the cost of venues, workshop leaders and resources. You will be invoiced for the number of children booked. If this number increases you will receive a further invoice, **if it decreases we are unable to offer refunds so please make sure you book for the correct number of children.** There is no charge for accompanying adults.

We try to mix school groups to enhance the experience of partnership working on the day. When a school pulls out it affects several other schools and changes the dynamic of certain workshops. In order to try and minimise this upheaval, we have found it necessary to charge a deposit upon booking this year, which will be 20% of the total cost.

Please realise that a school pulling out at the last minute, has a knock on effect for every other school whose pupils are sharing a workshop with that school. This also causes quite a headache trying to make sure we have sufficient numbers for each workshop. We ask that you double check your availability before your booking form gets processed – hence the need for us to pre-charge a deposit upon booking.

Format of the day

Below is an outline of the timings of the day. Throughout the day you will be welcomed and supported by staff and volunteers from Exeter Cathedral and the Diocese. In order to ensure the day runs smoothly, please can we ask that you arrive in plenty of time to register and be seated ready for worship to start at 10am.

09.40am Welcome and registration

Please can one adult come to the registration desk on arrival with information about alterations to numbers or groups and can the children and remaining adults take their seats in the nave of the Cathedral.

09.55am All seated in the Cathedral

10.00am Opening worship

10.15am Group Helper will lead you to your 1st workshop

10.25am Workshop 1

11.15am Group Helper will lead you to your 2nd workshop

11.25am Workshop 2

12.15pm Lunch

This will be either on Cathedral Green (just in front of the Cathedral), the Cloisters to the side or in the room where you had workshop 2 depending on the weather. You will be notified during the opening worship what the lunch time arrangements are and your group leader will take you to the allocated lunch spot. Please make sure that each child has their own lunch with them or that each adult with a group has all the lunches for that group.

1.05pm Gather back in the Cathedral nave ready for closing worship

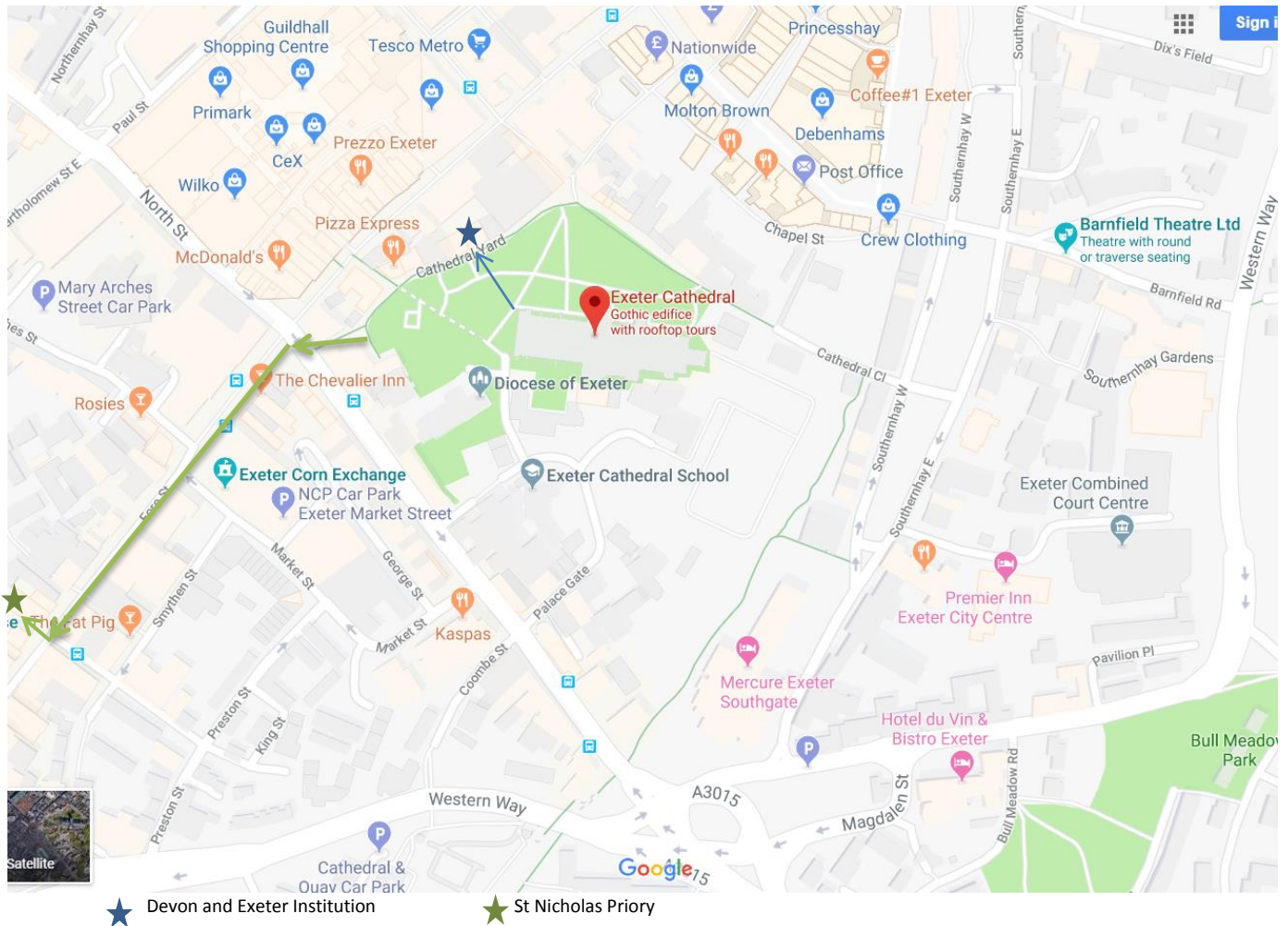
1.15pm Closing worship

2.00pm End and depart

Please book coaches for 2.15pm.

Locations

During these days you will be based at Exeter Cathedral and also some groups may attend workshops in the St Nicholas Priory, Devon and Exeter Institution, the Diocese Garden, the Cathedral Green and The Library and Archives. Coach drivers use drop off points on South Street, which is convenient for the Cathedral otherwise parking in the city car parks. If you are travelling by mini-bus, we may have room for you to park in Place Gate, this is very limited, if you need information about this please ask. Group Helpers will lead your groups between worship and workshops, so you don't need to worry about finding where you need to be.



Workshop Information

All children will take part in two, 50 minute workshops.

Once all the bookings have been taken and schools allocated to days, we will notify you which group/s your children are in and which workshops they will do. In order to help us to do this, please can you ensure you indicate on the booking form any special educational or physical needs we need to take into consideration. **We will then ask you to fill in a form and tell us which children are in which groups so that on the day, we can easily find a child or adult at any given time if necessary.**

Each adult that you book to attend with be allocated a group of children from within your school so for example, if you book for 20 children and 4 adults, we will split your children up into 4 groups with 1 of your adults in charge of that group. For this reason it's important that you accurately book the correct number of adults. Each adult will be allocated a number of children from your school only to be responsible for, please make sure that all adults are comfortable looking after a small group of children. There should be 2 or 3 adults to each workshop which is of course a benefit to the workshop leader.

Yr6 Workshop Groups

Group No.	Workshop 1	Workshop 2
Group 1 *	Document your past - Archives	<p>Workshop 2 will be the same as listed but in a different order – thus each child will participate in 2 great workshops during the day.</p> <p>Workshops may change a little from what is listed depending on how many children are signed up for each day. Either way, the workshop offered will be fun and informative.</p>
Group 2*	Pilgrim Designers – Shrinkies Pearson	
Group 3	Time Travellers - Priory	
Group 4	Book Detectives - DEI	
Group 5 *	Cathedral – Pilgrims Trail	
Group 6 *	Cathedral – Pilgrims Trail	
Group 7	Orienteering - Cathedral Green	
Group 8 *	Brass Rubbing Montage - Cathedral	
Group 9	Tuckers Hall Wool Trade Craft	
Group 10	Diocese Garden Green Activity	

*Suitable for wheelchair users as these workshops take place on ground floor, accessible rooms or has lift access.

Workshop	Location	Content & Learning Outcomes
Cathedral – Pilgrims Trail	Cathedral Nave	Exploring the Cathedral dressed in pilgrim clothes or cloaks, children experience being on a journey as they go around. Children will play their part within the tradition of pilgrimage and gain an insight into the cultural heritage of the building. Each child takes home a shell box as a souvenir of their time in the Cathedral.
Pilgrim Designers – Shrinkies	Pearson	Pupils will look at the signs and symbols of Pilgrimage and understand their meaning. They can then design their own symbol/ logo and produce a piece of art work that will be shrunk to miniature size in the oven and make into a bespoke Pilgrim badge.
Brass Rubbing	Chapter House	Find out how and why brass rubbing came about and then create a historical montage of images and themes to take a piece of history home. Also, design a logo for your family using heraldic shapes and symbols.
Time Travellers Priory	St Nicholas Priory	Walking the 5 minutes to St Nicholas Priory we will imagine we are on our way to a Pilgrim’s Hostel. This wonderful old building is the oldest in Exeter. Once a Benedictine Monastery; it is now displayed as a Tudor House after a rich merchant who once lived there. Donning a Tudor cloak, we take a tour of the property wearing and step back in time.
Book Detectives at the DEI	Devon and Exeter Institution	The Institution will be giving your group a tour of its fabulous old library rooms and balconied book storage. Emma will show the pupils some travel journals from Expeditions around the world, the group will discuss what might be the best equipment to take on a world trip and then make a short journal book for the road ahead!
Document your	Cathedral Library and	Find out what treasures are held in the archives, why

past	Archives	these items are important and how they should be stored for longevity. Pupils will look at some artefacts and take a guess on age and importance of the item. They will then be set a challenge to test their knowledge.
Orienteering	Cathedral Green	The Cathedral Green has long been a pivotal place for local people to join together for hundreds of years. It is a great viewing point for the majestic Cathedral. Learn a little about what is mapped out on the green, and then using your map skills, orienteer your group across a trail from point to point to reach the goal.
Tuckers Hall	TBC	
Diocese Garden	TBC	

Worship Information

In advance of the days we will upload a copy of the Service Sheet onto the Pilgrim Days webpage and send via email. We will let you know when this is available and ask you to download the service sheet and bring with you enough copies for all the children and adults in your party. We very much want your children to take an active part in the worship and we therefore ask that you help with some preparation in advance, where possible

We would encourage you to practise the worship songs in advance with the children, it makes the service a lot more relevant and up lifting for the children on the day.

Before the day

As a class.....

- It would be helpful to discuss what a pilgrim is and why a person might take a pilgrimage.
- Maybe look at signs and symbols of pilgrimage.

As class teacher....

- Please can you think about selecting two children to carry the school banner in the procession at the beginning of the closing worship, if you indeed have one? They will need to meet one of the team by the Golden Gates just before the start of the worship. We will ask you to identify your chosen children when you arrive and we will call them for a short practice 5 mins before the main service starts.
- Please can you think about selecting two children to come to the front and collect a *school reflection candle* during the closing worship. We will also ask for your chosen children on arrival as above.

On the day

Please can you bring with you;

- Your school banner if you have one – we have a spare or two if you do not!
- Copies of the service sheet
- A box to put any work in that the children make during the day, to be collected after closing worship.

General Information

Information Desk

The information and registration desk can be found at the front of the nave of the Cathedral. This will be staffed all day in case you have any problems or queries. This is also the place for lost property.

First Aid

Where possible, we have first aiders on duty and will be based at Welcome Desk in the nave of the Cathedral. If you are at a workshop that is not in the Cathedral, there will be first aid available via the workshop leader who will direct you to the appropriate aid.

Toilets

There are toilets available for use in the Cathedral Cloisters, a code will be given to you to open the door. There are also toilets in the Pearson Education Room, in the DEI, in Priory and the Diocese building. These will be pointed out to you on the day.

Safeguarding

The expectation from us is that each school will take full responsibility for the children they bring to these days and that the accompanying adults will have been DBS cleared by the school. The Diocesan and Cathedral staff and volunteers, will at all times endeavour to help but are not able to help children with their personal needs. Please make sure that the ratio of adult helpers from your school, to children is a minimum of 1:10 to help us with this.

Each adult that you book to attend will be allocated a group of children from within your school so for example, if you book for 20 children and 4 adults, we will split your children up into 4 groups with 1 of your adults in charge of that group. For this reason it's important that you accurately book the correct number of adults.

Please can you make sure that each child in your school is wearing a badge with the following information:

- Child's name
- Name of school
- Group Number
- The 2 workshops that they are attending

Lunches

Depending on the weather the children will either be eating their lunch on Cathedral Green, in The Cloisters or in the room where they had their second workshop. Children will need to carry their lunches with them. Please make sure that each child has their own lunch.

Photography

During these events the Cathedral team like to take photographs which can then be used in materials, on our websites and on social media. Please can you make sure you identify any children in your school on the workshop allocation form who are not allowed to have their photographs taken. It's the responsibility of the adult helpers with the school to make sure that these children are not photographed.

Respect for others

The Cathedral, the Priory, the Old Deanery and the DEI are living and working buildings. The Cathedral is a place where visitors come to see, learn, pray and seek solace. Whilst we welcome you to these buildings, we ask that children and adults behave in a way that is respectful of others and the environment in which they are working.

Late Arrival

If you are up to 20 minutes late, we will be able to accommodate your groups as planned and they will just miss the opening service. If your group arrives later than this, it will be tricky trying to split your children off into the respective workshops - which will have already started. Instead, we will have a standby activity that can be carried out on the Cathedral Floor by your teachers /accompanying adults with your children, which will still be relevant and fun. Workshop leaders will then come and collect your groups on the way to their second workshop and get your school back on track.

Risk assessment

Risk	Actions to alleviate risk	Probability	Risk Level
		1 = remote 2 = unlikely 3 = likely	Low Medium High
Visitors to the Cathedral, the Priory and Old Deanery will be walking around medieval building with stone or wooden thresholds, small	Appropriate signage should be in place. Visitors should be reminded as part of the notices. <i>Adults accompanying children to be watchful and help any</i>	2	Low / <i>Medium</i>

doorways and steps. Uneven surfaces may cause slips, trips and falls.	<i>children who may need it.</i>		
Some heavy doors into rooms.	Group helpers and adults to open and close doors.	1	Low
All buildings are at risk at any time of fire breaking out.	Fire and emergency evacuation information to be left in each of the workshop rooms. Fire evacuation briefing to be given at the pre-event briefings and at each daily briefing. PDC to ensure that information about school groups is accurate so that we know all children, school adult helpers, staff and volunteers can be accounted for. Both buildings are non-smoking buildings.	1	Low
The Cathedral, DEI, Library and Archives are open to visitors during these events and the Old Deanery is a working office and has other external visitors attending meetings.	Children must be in groups from their school with an adult to child ratio of 1:10 as a minimum. All school adult helpers should be DBS cleared by the school and should take full responsibility for the personal needs of the children during the day. Pupils should use the toilet in the cloisters or where their workshop is off the cathedral site if toilets are available. Children should not be left unsupervised at any time.	1	Low
There is always the risk that a child may be taken unwell during the day.	First Aid qualified staff should be on duty at all times. Information should be given out during morning briefing and <i>notices about the location of First Aid help and who to contact if needed.</i>	2	Low/ <i>Medium</i>
When moving between workshops.	Stay with designated volunteer who will lead your group to and from the main Cathedral. Be aware of general public and paths and traffic, especially when walking to the Priory as there are a couple of main roads to cross. <i>Adhere to traffic lights</i>	2	Low/ <i>Medium</i>

	<i>and crossing rules, school staff to help manage.</i>		
The Bishop's Palace has areas of open water including the moat and the well pools.	Children must be in groups from their school with an adult to child ratio of 1:10 as a minimum. Children should not be left unsupervised at any time.	1	Low

If your school requires you to carry out your own RA prior to a visit then please contact Lisa to arrange this.

We very much look forward to welcoming you in June. If you have queries at any time then please contact Lisa Gordon who is your Pilgrim Days Coordinator and please do look at the webpage for the most up to date information and any changes to workshop descriptions.

We will really appreciate your constructive feedback after the event so that we know what we are doing well and where things might be improved for future Pilgrim Days.

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W: <https://www.exeter-cathedral.org.uk/visit-us/school-visits/pilgrims>

