

## Guidance Notes for Teachers 2011-2012

Manchester Cathedral is a rich educational resource in the heart of a vibrant city. Learning is brought to life in this vivid, historic and spiritual context where Christian worship has taken place for over 1000 years. Come and discover the potential of this amazing living building!

The Education Department welcomes over 4000 school children each year for a variety of educational trails and craft workshops - more details of these can be found in our [School Visits Programme](#).

Trails and workshops are led by the Education Officer - Pam Elliott - who is an experienced teacher, alongside a team of volunteer children's guides and workshop leaders; many of whom have a background in teaching.

### How Do I Book?

All school visits must be booked into the Cathedral diary via the Education Department. Contact Pam Elliott, the Education Officer, to negotiate a date for your visit and discuss your requirements. Please note that the Education Officer is available on Mondays, Tuesdays and Wednesdays to book and lead educational visits.

The best way to contact the Department is via email. The Education Officer responds to all emails as soon as possible, if you do not get a reply within a week, your email may not have made it past our spam filter! In this case, or if your request is urgent, please telephone Pam directly on 0161 817 4814.

Visit requests are taken to the Cathedral diary meeting on Wednesday mornings for approval. The Cathedral hosts a large number of events annually and we regret that it is not always possible to accommodate group visits. Please do not book coaches or make any other arrangements until you have received written confirmation of your booking from the Education Officer. Self guided visits are possible on Thursdays and Fridays - these must also be booked in via the Education Department.

When planning your visit, please be aware that Holy Communion takes place each weekday between 1.10 and 1.40. Group visits during this time are discouraged, unless you wish to attend the service.

The Dean and Chapter reserve the right to vary arrangements at the Cathedral and we apologise if any parts of the cathedral are inaccessible at the time of your visit.

In exceptional circumstances, it may be necessary to cancel a school booking at short notice. The Dean and Chapter cannot be held liable for the cost of transport or any other costs which may have been incurred as part of the visit thus cancelled. In these circumstances, the Education Department will offer an alternative date and free workshop as a good will gesture.

How Far Ahead Should I Book?
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Please book as early as possible to avoid disappointment. For an increasing number of schools, a Cathedral visit has become essential in helping to deliver aspects of the curriculum, and dates are regularly booked up to a year in advance. We regret that we are unable to accept bookings less than two weeks in advance.

How much will it cost?
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#### Educational Group Visit Rates 2011

PART DAY VISITS	
Trails (60 minutes each)	£2 per pupil
Workshops (30-40 minutes each)	£2 per pupil
Short, self guided visit (up to 60 minutes)	£1 per pupil
Longer, self guided visit	By negotiation
FULL DAY VISITS (Usually 1000-1300, followed by lunch)	
Extended trail, and 2 workshops	£5 per pupil - saving of £1+
Cathedral Experience Days / Super Learning Days Programmed activity days - suitable for larger groups / multiple schools, comprising of a special themed trail and at least 3 workshop sessions.	£6 per pupil - saving of £2+
MULTI SITE VISITS (Usually 1000-1400)	
Sacred Neighbours / Place of Peace (joint visits between the Cathedral and Manchester Buddhist Centre for KS2-5)	£6 per pupil
Shared Story (joint visit between the Cathedral and Manchester Jewish Museum, available for all Key Stages)	£5 per pupil

#### Please note

- Free places are provided for all accompanying adults.
- For full day visits, a lunch room (when available) is provided free of charge.
- We do not require payment in advance. You may pay on arrival or within 30 days of the visit by cash or cheque. All cheques should be made payable to Manchester Cathedral. We are able to accept BACS payments - please contact the Education Officer for our details.
- In order to cover our basic costs, a minimum group charge is applied to small groups. 12 students is our minimum group number; you may bring fewer pupils, and will be invoiced for the value of 12 students. (14 is the minimum number for Sacred Neighbours).
- Cancellation policy - if a booking is cancelled with less than 15 working days (i.e. 3 weeks) notice, the Cathedral Education Department reserves the right to charge for 40% of the total visit cost.
- **We do not wish to preclude any group from experiencing everything that a visit to the Cathedral has to offer. If you anticipate any difficulties then please contact the Cathedral Education Officer to discuss available options.**

Why does the Cathedral charge for Educational Visits?

The Cathedral costs over £2800 per day to maintain and there is no subsidy from national or local government. To ensure that this valuable historic and spiritual building remains available for all, we make a charge to groups and ask for a voluntary donation from individuals who are visiting the Cathedral for any purpose other than worship. The money raised from Educational Visits is put towards the salary of the Education Officer and covers the costs of educational equipment and resources for schools and families.

What support materials are available?

We recommend that you prepare your pupils carefully for their visit to make sure they get the most out of it.

There are a number of educational resource materials which are in the process of being prepared and updated and will be uploaded to the Resources area of the website.

If you intend to bring support materials that you have prepared, it would be helpful if the Education Department could have a copy in advance.

Where can we eat lunch?

Weather permitting, packed lunches can be eaten on the grassed areas around the Cathedral. In the case of inclement weather, and subject to availability, a lunch room in the Cathedral is available for up to 35 pupils. This facility is offered free of charge to groups who book day visits. Please keep the lunch room tidy for other users.

What other facilities are available?

There are toilet facilities available in the Cathedral and in the Cathedral Centre. We regret that there is no longer a multimedia learning exhibition at the Cathedral and that for the time-being we do not have a Cathedral shop.

On arrival, where do we park?

There are no parking facilities at the Cathedral. Coaches can pull onto the pavement on Victoria Street, by the Cathedral West doors, for the purpose of allowing pupils to alight and board. There is an NCP car park on Victoria Street, directly opposite the Cathedral.

Where do we come on arrival?

Come to the Welcome Desk, near to the Cathedral South Porch, where you will be met by the Education Officer. You will then be shown where you can leave bags and coats. Please ensure that you arrive promptly. If you are running late please telephone and let us know: call 0161 833 2220 (Cathedral Office Team) or 0161 817 4814 (Pam's direct phone).

Do we need to bring anything with us?

Generally no, although this will depend on the nature of the Trail that you have planned beforehand. We do recommend that secondary school pupils bring a notepad and pen!

Photography is permitted inside the Cathedral and we suggest bringing a camera to capture key elements of your visit as an aide memoire for pupils back in the classroom.

What is expected of teachers?

Teachers should discuss their learning aims and objectives for the visit with the Education Officer. They should also advise her of any special needs within the group that Cathedral staff should be made aware of.

Teachers and helpers should stay with their group at all times and experience the Trails and Workshops alongside their pupils. Unless it has been planned otherwise, they will not necessarily be expected to give any input to these sessions; although extra pairs of hands during practical workshops are always welcome! Please ensure that your pupils understand the need for quiet in a place of worship.

At all times during the visit, teachers (and helpers) will, of course, be responsible for the control and supervision of their group. We ask that all schools provide a ratio of at least 1 adult: 10 children or the statutory ratio, if this gives a higher proportion of adults. No pupils are to be left unsupervised in any area at any time. Please ensure accompanying adults are fully briefed prior to the visit.

Small groups of children with special needs are welcome and disabled facilities are available. Such visits are not subject to the minimum group charge.

To assess the quality of the visit we ask that all teachers complete an evaluation form after their visit. We also select a sample number of children to complete children's evaluation forms. Teacher evaluation forms can be downloaded from the Cathedral website.

What about risk assessment?

Guidance for completing Risk Assessments is available below and to download from the website; please note that this is not a substitute for a full risk assessment which should be completed by the teacher leading the visit.

We recommend that you prepare for your trip by pre-visiting the Cathedral. The Education Officer leads free preliminary visits for teachers, each month on Wednesday afternoons between 3.30 and 4.30; please ask for details.

### Risk Assessment Guidance

**Please note that this is only a guide to help you with your risk assessments and we strongly advise that if in doubt you pre-visit.**

Manchester Cathedral is a mediaeval church open to the general public. Health and Safety policies are in place and are regularly reviewed. Risk Assessments are regularly carried out,

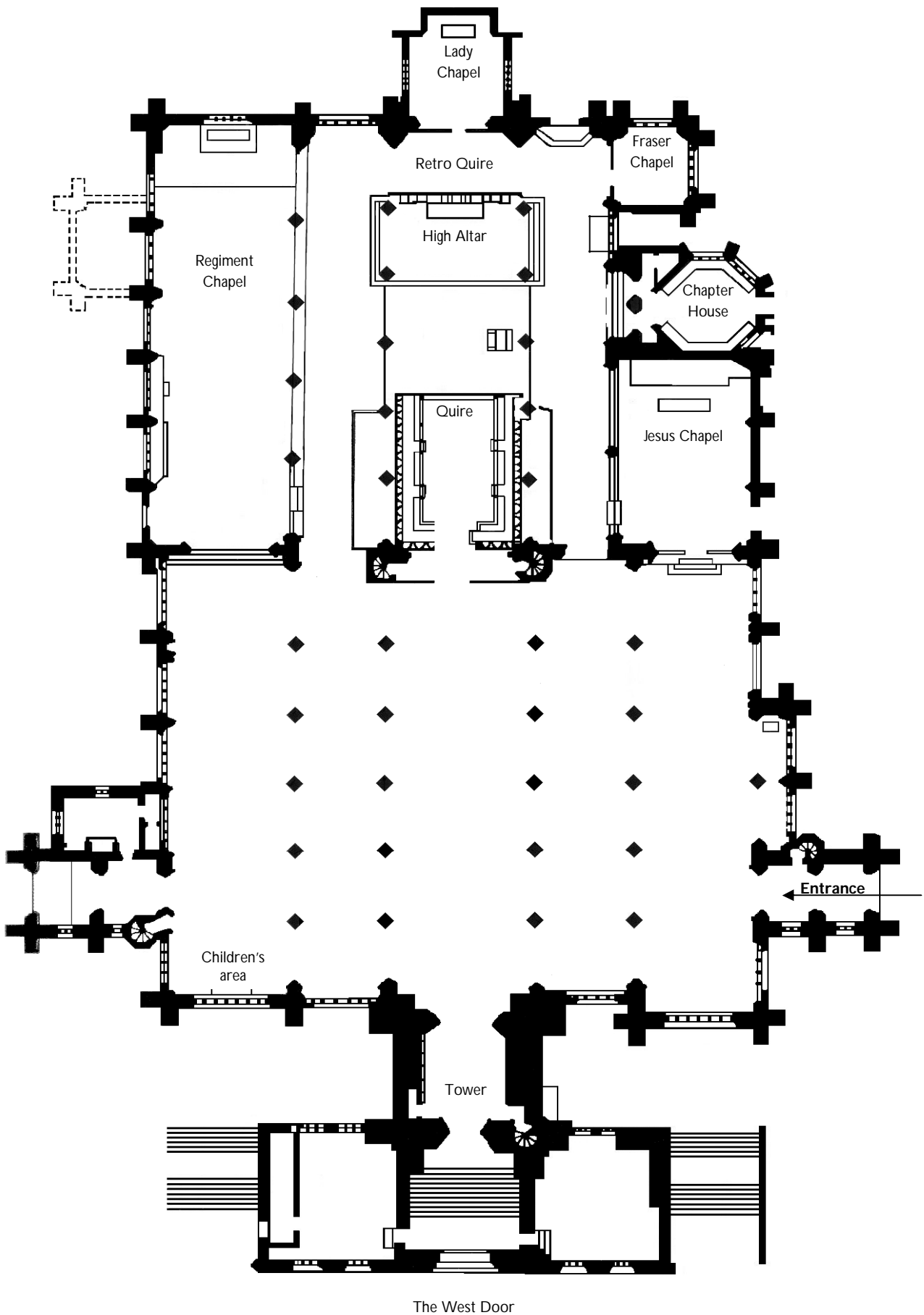
both in terms of Health and Safety and Child Protection. It is considered that visiting Manchester Cathedral is a very low-risk activity.

- Schools who visit the Cathedral must ensure that they have the statutory ratio of adults to children. Please do not include Cathedral Staff or Volunteers in your calculation. Children remain the responsibility of school staff throughout the duration of the visit and all accompanying adults must remain with their pupils at all times. Please bring an up to date register with pupil names. It is helpful if staff and pupils are easily identifiable to Cathedral staff.
- There is a low risk of tripping outside the Cathedral on uneven flagstones. Flagstones and other trip hazards are regularly monitored by the Vergers Department and maintenance work is carried out where there is a problem. Inside the Cathedral the stone flooring is sound and there are no trip hazards. Access steps are all in sound condition. There is no public access to restricted high-level areas of the building. School staff should ensure that pupils walk sensibly and do not run in order to prevent accidents.
- School parties are asked to meet inside the South Porch (opposite the Visitor Centre and Crown & Anchor). This is also where the disabled access ramp to the Cathedral is situated.
- There is ramp access to the area of the church beyond the nave. A temporary ramp is available for access to the Jesus Chapel (and through to the toilet). Unfortunately there is no wheelchair access to the Regiment Chapel and Chapter House at present. Please inform us if a member of your party has special access requirements.
- If pre-planned maintenance work is being carried out all hazardous areas are isolated and warning signs displayed. Please be aware that as a medieval building, repairs and upgrading of the site are an ongoing process.
- Pre-planned activities such as the lighting of candles are always fully supervised by Education staff. Tapers are used to assist children to light candles safely. Foam extinguishers are available near to where candles are lit. Children should be encouraged by school staff to stand away from the candles (unless they are lighting one) and to secure loose clothing.
- A fire alarm test regularly takes place on Wednesdays at 10.45. In the unlikely event of an emergency Cathedral Staff will supervise evacuation.
- There are designated qualified first-aiders on site.
- There is a special code for the door in the Jesus Chapel that leads to the Office area (where the Toilets, Refectory and Library are situated). The code is the same for access from the Chapter House into the Office corridor. A member of the Education team will tell you the number. It is the teacher's responsibility to ensure that their staff are aware of this and that the door is shut to prevent members of the public from entering this private area.
- If a member of your group wishes to use the toilet facilities, please ensure that they are supervised by a member of your staff. Please use the sign which indicates separate toilets for boys and male staff during school visits. There is a disabled toilet near the Cathedral toilets, accessible by a temporary ramp. The Visitor Centre also has toilets and there is a lift for wheelchair users.
- Personal items are left at your own risk. Groups are asked to keep their valuables with them at all times. Please switch off mobile phones (or put them on silent) while in the building.
- The Education Officer and other Cathedral staff have undergone CRB checks.
- Photographs of pupils are only taken with the permission of the school, following consultation with parents.

**Prepared by the Cathedral Education Department**

*Approved by Peter Mellor, Cathedral Administrator September 2011*

# Plan of Manchester Cathedral



## **Historic overview of Manchester Cathedral**

It is all too easy to miss Manchester Cathedral from the outside, surrounded as it is by high rise flats, hotels and offices. The exterior stonework, too, appears comparatively modern and one would be forgiven for thinking that here is just a large Victorian parish church. This appearance is deceptive, and the result of Victorian restoration work. It is not until one steps inside the Cathedral, that the true impression of the age and grandeur of the building become apparent.

There has been a church on or near this site since the Anglo-Saxon period, as is witnessed by the Angel Stone, mounted to the north of the Pulpitum, which was discovered in the south wall of the church, being used as infill rubble, during the 19<sup>th</sup> century addition of a porch.

The Domesday Book records two churches in Manchester, one dedicated to St Mary and one to St Michael. The exact site of the earliest church is open to debate, but a large stone built parish church dedicated to St Mary is known to have been erected on this site in around 1220, adjacent to the Baronial Hall of Manchester, now occupied by Chetham's Library and Chetham's School of Music.

In 1421, the twelfth Baron of Manchester, Thomas de la Warre, petitioned King Henry V for permission to appropriate the Parish Church and to raise it to the status of a Collegiate Church. In celebration, the new Collegiate Church acquired two further patron saints in addition to St Mary, becoming the Collegiate Church of St Mary, St Denys and St George. The latter saint was for England, whilst St Denys was the patron saint of France, honouring King Henry's rule over France, following the splendid victory at Agincourt six years previously.

Thomas de la Warre also gave over the site of his Baronial Hall to be converted to the use of a communal lodging for the College, which was made up of one warden, eight fellows, four clerks and six choristers. Upon the dissolution of the College by Edward VI in 1547, these buildings were given to the Stanley family for use as a town house. During the commonwealth period, the site was confiscated and used by Cromwellian troops, until in 1653, the executors of the will of Humphrey Chetham, a wealthy Manchester merchant, purchased the site in order to set up the country's first free library, and a hospital (school) for poor boys. The buildings have changed little since the 17<sup>th</sup> century.

Additions to the church were made throughout the period from 1421 to 1547. Chantry chapels were added to the sides of the nave and choir aisles, the quire and nave were rebuilt on a larger scale, and the magnificent choir stalls were erected (between 1495 and 1506) containing some of the finest mediaeval misericords in Europe. Of note too, are the choir of angels with instruments in the nave ceiling, reputed to have been given by Lady Margaret Beaufort, mother of Henry VII, who was connected with the church at Manchester through the Stanley family. Some of the stonework in the church dates from this period, most notably the west wall around the tower.

Manchester was one of only four colleges in the country to be refounded during the reign of Queen Mary, as the Catholic 'College of the Blessed Virgin Mary'. In 1578, Queen Elizabeth refounded the College once more, as the College of Christ in Manchester. Finally, in 1635, the College was reformed again and given a new charter by King Charles I, from which the present Cathedral statutes derive.

In the eighteenth century, Manchester witnessed change on an unprecedented scale as the Industrial Revolution swept in, creating the world's first industrial city. The population of Manchester increased at a startling rate. The Collegiate Church remained the parish church at the centre of a 60 square mile parish, with a virtual monopoly over the marriage licence. Couples were married in their thousands all in this church. At times of peak demand, such as Easter, scores of couples would be wed in a single day, in batches of 20-30 at a time. The peak year for baptisms was 1837, with 7285 baptisms performed. This led to a particular chaplain of the College, Joshua Brookes, claiming to have baptised, married and buried more people than any other single person in history. It also means that the Cathedral Archives contain the largest series of parish registers in the country, with more than 450 leather and vellum bound volumes on the shelves.

In order to fit the population of the town into the church, major alterations were carried out around 1815, which included the erection of more galleries in the nave, and the removal of the screens which divided off the various chantry chapels which lined the length of the nave on both sides. Only the Regiment Chapel and the Jesus Chapel at the East end retain their screens and separate identity. This has formed the widest Cathedral nave in the country, with its double aisles.

Finally, in 1847, the need for a new Diocese was acknowledged, and the Diocese of Manchester was created out of the Diocese of Chester. The Collegiate Church, or 'Th'Owd Church' as she was affectionately known, was chosen as the seat of the Bishop, and raised to the status of a Cathedral.

In the latter half of the 19<sup>th</sup> century, the Cathedral was extensively restored by the Architect, Joseph Crowther, and so much of the building one sees today is a Victorian replica of the mediaeval church. In the early 20<sup>th</sup> century, the prominent Manchester architect, Basil Champneys, performed a good deal of work at the Cathedral, including the designing of the Western Porch in celebration of Queen Victoria's Diamond Jubilee, and the Library annexe to the south.

During the Second World War, Manchester Cathedral sustained a direct hit by a German land mine in the north east corner of the church. Much of the east end was obliterated, and the Manchester Regiment Chapel was totally destroyed. This Cathedral was the second worst damaged after Coventry. Sir Hubert Worthington, a veteran of the Manchester Regiment from the First World War, was the architect who oversaw the restoration of the Cathedral up until his death in 1963. The glorious 'Fire Window' in the Regiment Chapel was given in memory of Sir Hubert.

The Cathedral was struck again in 1996 by the largest mainland bomb planted by the IRA. The blast centre was half a mile from the church, and the force of the blast raised the whole roof and dropped it back in place, as well as blowing out windows and stone mullions on the south side.

Since 1996, the Cathedral and its precincts, along with the City of Manchester, have undergone a decade of regeneration. The Cathedral Centre opened on the site of Manchester's only scheduled monument, the mediaeval Hanging Bridge, and the mediaeval heart of Manchester stands proudly alongside bold new buildings such as the startling glass structure of 'Urbis' (soon to be the National Football Museum). The Cathedral remains at the heart of the City, as it has done for centuries.