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**GCSE (9–1)**

*Teachers' Guide*

# **HISTORY B**

**(SCHOOLS HISTORY PROJECT)**

**J411**

For first teaching in 2016

## **History around us** **Norwich Castle**

Version 2

# Teachers' Guide

## Introduction

One of the six core principals underpinning the ethos of the Schools History Project directly addresses 'History Around Us':

"Generating an interest in, and knowledge of, the historic environment has been a core principle of the Schools History Project since its inception. Engaging with 'History Around Us', and considering what the historic environment can tell us about people's lives and beliefs in the past, are some of the most stimulating aspects of learning history. The Project believes that there should be more opportunities for children and young people to study 'History Around Us' and it continues to develop innovative approaches to the study of the historic environment."

School History Project principle 5

(<http://www.schoolshistoryproject.co.uk/about-shp/principles/>)

This translated to "Schools should be relatively free to make an individual choice for the site study" when SHP designed the new OCR B (SHP) specification.



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## Why is studying the historic environment important?

Britain is a country which is rich in the remains of the past, and our historic environment is one of the most diverse in the world. The built environment provides significant evidence about the lives and beliefs of people in the past and it offers a stimulating context in which young people can study history. It is one of the School History Project's most notable achievements that generations of 14-16 year olds have studied the fascinating history around them as part of their SHP GCSE history course. The requirement to include a study of a particular site in its historical context in the new GCSE subject content is therefore welcomed by the Schools History Project. The decision to allocate 20% of the overall assessment in the OCR B specification to the site study reflects our deep commitment to this aspect of historical study. If the full potential of studying the historic environment is to be unlocked, the School History Project believes that it is essential for schools to be given free choice over the site studied by their students.

There are three reasons for this:

1. There is a much greater possibility that students will engage at a deep level with their study of the historic environment if the site they study had been specifically chosen with their needs in mind.
2. The freedom to select the site for study, and to develop bespoke teaching approaches for the chosen site, reinforces the professionalism of history teachers.
3. Britain's historic environment is simply too rich, diverse and wonderful to be restricted to a limited number of prescribed sites for study in the new History GCSEs.

## Choosing a site

Across the country (indeed the world) there are countless sites that would be appropriate for a history around us study. It can come from any period of prehistory or history and be on any scale. While it is desirable that learners investigate the chosen site by undertaking fieldwork, this is not a requirement of the specification. It is also acceptable to concentrate on one important part of large or complex sites. These could range from castles to quarry's, from cathedrals to towns and from abandoned airfields to docks.

**The specification prohibits the use of the chosen site being directly linked to other topics studied.**

In practice, this means that if the main use of the site solely matches a bullet point from another examined section of the specification, this would make the site ineligible unless a change of topic was made. Examples of this might be Auschwitz, which, if you were also taking the topic 'living under Nazi rule' would be prohibited owing to the section in the specification: the Holocaust, including the Einsatzgruppen, ghettos and the death camps ([www.ocr.org.uk/Images/207164-specification-accredited-gcse-history-b-j411.pdf](http://www.ocr.org.uk/Images/207164-specification-accredited-gcse-history-b-j411.pdf) - page 25). Another prohibition could come in the form of using a Norman castle. Castles play a large role in the examined section of the Normans ([www.ocr.org.uk/Images/207164-specification-accredited-gcse-history-b-j411.pdf](http://www.ocr.org.uk/Images/207164-specification-accredited-gcse-history-b-j411.pdf) - page 13). So sites like Ludlow Castle, which was constructed by William I in 1066 and retained its purpose and structure initiated in this period, would be prohibited under these rules.

In this example, Norwich Castle, we can see how the site could be used in different ways to avoid any such overlap. This provides a good example as the site comprises almost three distinct historical environments in one that could be the focus of any study individually, or together.

If you are studying Public Health and either Elizabethan England or Britain in Peace and War as your British depth study, it is clear no overlap exists and the site can be used in its entirety.

If, however, you are studying the Normans and Crime and Punishment, sites such as this become more challenging as there may be some areas that would overlap. The specification, for the Normans, states that students must learn about:

- Pre-conquest fortifications and the first Norman castles in England.
- The distribution and design of Norman castles in England to 1087.
- The purpose of Norman castles in England including their military and economic functions.

And for Crime and Punishment:

- Changes in punishment including the growth of prisons, transportation to Australia and prison reform.

Norwich Castle, as a site, was first constructed by William the Conqueror as a show of power and strength in the area to deter Saxon rebels. However, the Castle itself was rebuilt, once the motte had stabilised, in the early part of the 12th century. As a result, a focus on Norwich Castle, the purpose of the site and its later history could then be studied from this period. It was built to be a King's palace. Construction of the stone keep, started in c.1095, and was built using imported limestone and decorated with arcading (a succession of arches), to show both the power of the Plantagenets and as befitting a King's palace. For the aspects of when and why people first created the site, then, the site was created to show the power of the king to be a palace for Henry I, indeed, following its completion in 1121 he stayed there for a spell. The rest of the criteria is then easily and a more straight forward way of studying the site. The Castle is studied purely as a castle, and studies on the prison aspects are not included, nor would they need to be as the present site does not include the prison buildings built in the 1700s. John Howard also discussed Norwich prison, but again, this would not be included in a programme of study.

If you are not taking Crime and Punishment as an option, you can study the site as a prison. Why was the prison built there? What ways did it change? What different activities occurred at the site following its repurposing as a gaol in the mid-1200s? How has it changed from being a prison to what it is today (a museum) etc...

If you are studying Crime and Punishment, but not the Normans, the opposite then becomes the case. Reference to the prison aspect should not be studied as part of the Historic Environment study, but the Castle as a site could be as outlined above. You could then also look at the original William I construction and look at the wider aspect of castle building during that period.

## The criteria

The study of the selected site must focus on the relationship between the site, other historical sources and the aspects listed in a) to n) below. It is therefore essential that centres choose a site that allows learners to use its physical features, together with other historical sources as appropriate, to understand all of the following:

- A.** The reasons for the location of the site within its surroundings.
- B.** When and why people first created the site.
- C.** The ways in which the site has changed over time.
- D.** How the site has been used throughout its history.
- E.** The diversity of activities and people associated with the site.
- F.** The reasons for changes to the site and to the way it was used.
- G.** Significant times in the site's past: peak activity, major developments, and turning points.
- H.** The significance of specific features in the physical remains at the site.
- I.** The importance of the whole site either locally or nationally, as appropriate.
- J.** The typicality of the site based on a comparison with other similar sites.
- K.** What the site reveals about everyday life, attitudes and values in particular periods of history.
- L.** How the physical remains may prompt questions about the past and how historians frame these as valid historical enquiries.
- M.** How the physical remains can inform artistic reconstructions and other interpretations of the site.
- N.** The challenges and benefits of studying the historic environment.

## How does this look in practice?

The following is an example created by Norwich Castle Museum & Art Gallery

(note – appendix 3 contains a fuller version created by Norwich Castle to support the delivery of the History Around Us component).

**Site name:** Norwich Castle

**Please provide an explanation of how your site meets each of the following points and include the most appropriate visual images of your site. Refer to your images (these are in brackets) to justify your explanation of how the site meets the criteria.**

### A. The reasons for the location of the site within its surroundings

#### CASTLE

- Situated strategically at the end of a natural escarpment (steep slope), which lies to the south along the river
- At the foot of this ran the major route to the well-established Saxon town of Norwich from the south

#### GAOL/PRISON

- Norman castle used as a gaol from 1345 onwards
- Became overcrowded, prison reformer John Howard visited in 1776 and wrote a report to Parliament in 1777, highlighting terrible conditions in gaols around the country
- New prison buildings built in 1822 around the north and east walls which had the most space on the mound
- Courtroom built at the bottom of the mound in 1822, linked to the prison for prisoner access via a spiral staircase and tunnel

#### MUSEUM

- Castle symbol of civic and cultural pride for local people (From Prison to Museum information)

### B. When and why people first created the site

#### CASTLE AND ROYAL PALACE

- 1067: new Norman king William I imposed his power on a Saxon population by building castles like Norwich Castle
- Motte and bailey – steep mound surrounded by deep, defensive, dry ditches and baileys (open spaces between ditches) to make it difficult for the enemy to reach (Reconstruction of the wooden keep, motte and bailey)

#### GAOL/PRISON

- Edward III sold the Castle fee (area around the Castle) and loaned the building to the city in 1345. It then became the county gaol
- Became overcrowded, prison reformer John Howard visited in 1776 and wrote a report to Parliament a year later
- New prison buildings built in 1822 around the N and E walls which had the most space on the mound
- Courtroom for prisoner trials built at the bottom of the mound in 1822, linked to the prison for easy and safe access via a spiral staircase and tunnel

#### MUSEUM

- Castle symbol of civic and cultural pride for local people (From Prison to Museum information)

**C. The ways in which the site has changed over time****ROYAL PALACE, 1067-1345**

- Built as an awe-inspiring symbol of the king's power and military might
- Bigod Tower has an elaborate carved archway (photograph) and a waiting room to the keep's Great Hall (half of the current balcony floor level) where people met, ate, slept, etc. There was also a small kitchen, a mezzanine floor for musicians and garderobes (toilets)
- The other half of the floor was the King's private apartments – bedrooms for himself and the queen, a fireplace, sink, a room with the top of the well in it, and chapel
- The only other floor in the keep was the basement (the current main floor was put in when the Castle became a museum – see later) which was used for storing food, drink, fuel, weapons, etc.

**GAOL 1345-1822**

- Edward III couldn't afford the upkeep of the building (the roof was starting to collapse) and so sold the fee and loaned the building to the city in 1345
- Keep housed prisoners awaiting trials, plus debtors
- Architect Sir John Soane designed and built a new prison block in and around the keep in 1792-3 but the buildings around the keep were too small and so were demolished in the 1820s
- Another new gaol designed by William Wilkins was built around the keep in 1822 along with a courtroom at the bottom of the mound
- Architect Anthony Salvin refaced the Castle with Bath limestone, 1834-9

**MUSEUM 1884-present day**

- Due to lack of space, gaol moved to Mousehold heath in 1883 and the process of converting the prison buildings into a museum began
- Edward Boardman, a Norwich architect, was commissioned to convert the keep and prison
- £12m Heritage Lottery refurbishment in 2001 – art galleries

**D. How the site has been used throughout its history****ROYAL PALACE, 1067-1345**

- Built as a royal palace which explains the grand decoration of the building inside and out (Bigod Arch photograph)
- Baileys used for grazing livestock and housing the industries and dwellings associated with the Castle, e.g. main kitchens, blacksmith, armourer, prison

**GAOL/PRISON 1345-1884**

- Gaol/prison for at least 500 years (gaol is where suspects are held before trial; prison where convicted criminals are held as punishment)
- New prison building in 1822 meant different types of prisoners could be kept in different blocks, with each prisoner having their own cell. There were also exercise yards in between blocks
- Courtroom built in 1822 at the bottom of the mound for prisoners' trials

**MUSEUM, 1884-present**

- Incorporated the collections of the earlier Norfolk and Norwich Museum
- The biggest and finest early collections were of natural history, particularly birds
- Now also home to historical collections from Ancient Egypt, Celtic, Roman, Anglo-Saxon and Viking periods
- Plus the Norwich School of Artists – 3 generations of landscape artists who lived and worked in the first half of the 19th Century – and others

**E. The diversity of activities and people associated with the site****ROYAL PALACE**

- Henry I spent Christmas at the Castle in 1121
- King's Constable would have run the region with the backup of soldiers
- Servants would have served food, cleaned, carried messages, etc.
- Workers in the baileys

**GAOL/PRISON**

- Up until 19th Century, quality of life for prisoners depended on how much money they had as rich prisoners could rent bedding, furniture and buy better food
- Prisoners were all mixed – men, women, children, hardened criminals, first-timers, debtors, etc.
- Children were born in the Castle
- From 19th Century, the gaoler was in charge of a team of turnkeys (guards) who were responsible for security and maintaining order
- Prisoners had their own cell and a standard diet, plus faced brutal tasks such as the treadmill. At first the treadmill ground grain for a local bakery then later was used to keep the water system full. Once that happened, the prisoners just walked on compressed air
- Trials took place in the courtroom involving judges, lawyers, prisoners, jury members, witness, clerks, reporters and the public

**MUSEUM**

- Museum workers – Visitor Services, Building Services, Learning, Curators, Display teams

**F. The reasons for changes to the site and to the way it was used**

- Military and administrative importance of the keep declined in 14th Century and so it began to be used as a gaol
- By mid-18th Century the prison was overcrowded and John Howard, a well-known prison reformer, wrote a report about it in 1777, highlighting conditions
- Soane's prison was built in the 1790s to the side of the keep but was too small and so was demolished in the 1820s and replaced with Wilkins' prison which had prison cell blocks radiating out of the gaoler's house in the middle
- Refaced with Bath stone due to erosion of the Normandy limestone, 1834-9, in order to restore it to how it would have looked when the Normans first built it. The only difference in the refaced keep is that the whole exterior is now faced in stone while the original building was flint up to the first floor on the exterior
- Became unfit for purpose and so the prison moved to Mousehold Heath
- Donation of John Gurney of £5000 to turn it into a museum (From Prison to Museum information)

**G. Significant times in the site's past: peak activity, major developments, turning points**

1067 – Normans demolished around 100 Saxon homes to make way for the Castle

1075 – Lady Emma and the 1075 rebellion: Ralph de Gauder, Earl of East Anglia, rebelled against William I. He left his wife Emma along to defend the Castle for three months while he fled to Brittany. William won the Castle back after a 3 month siege

1121 – The stone keep was completed, Henry I spent Christmas here

1174 – Prince Henry, eldest son of Henry II, rebelled against his father and took the Castle. Henry II took it back in 1175

1215-16 – Louis, Dauphin of France, took the Castle after being invited over by English barons unhappy with King John. He was sent back to France after John died and his son took the throne

1345 – Edward III relinquished the Castle as a royal palace. It was used as the county gaol

1793-8 – Sir John Soane built a new gaol inside and around the keep

1822-27 – Soane's gaol was demolished and replaced with William Wilkins' design; courtroom built at bottom of mound

1834 – Anthony Salvin began re-facing the Castle with Bath limestone

1888 – Architect Edward Boardman submits plans for converting the gaol to a museum. Excavation and building work begins

1894 – The Castle was converted into a museum and is opened on 23 October by the Duke and Duchess of York, later King George V and Queen Mary

1950 – A large development programme sees the construction of two new art galleries

1969 – The central Rotunda is introduced with the infilling of an open courtyard and garden to unify the museum and provide new facilities

2001 – Norwich Castle was re-launched after a Heritage Lottery funded refurbishment

2006 – Norwich Heritage Economic and Regeneration Trust (HEART) includes the Castle in its Norwich 12 initiative which promotes the 12 most important buildings in Norwich

**H. The significance of specific features in the physical remains at the site****ROYAL PALACE**

- Bigod Arch (photograph) is the original entrance to the royal hall in the keep. The elaborate carvings on the doorway show symbols of wealth and power – Pegasus, the classical winged horse (Normans believed they were the next Romans), a dragon, an eagle, a kneeling knight (reminder of the feudal system) and royal hunting scenes (William's hated hunting laws) – to remind the Saxons of who's in power now
- Garderobes – communal toilets so people could 'do their business' and be 'privy to information'. Waste would have come down the Castle's west wall where the Saxons lived, perhaps reminding them what the Normans thought of them!
- Well was the first thing to have been built and is around 40m deep. It would have stretched all the way to the top floor of the keep where it was probably enclosed within a room of its own
- Fireplace and sink (water would have come out of the lion's mouth on the outside of the wall) in the south wall in the king's quarters was a reminder of how wealthy the Normans were

**GAOL/PRISON**

- Graffiti elsewhere shows religious carvings and declarations of innocence made by Medieval prisoners
- Wilkins' prison in 1822 was designed so the gaoler's house and chapel was in the centre with cell blocks radiating out from them so he could 'oversee' all prisoners and be a source of inspiration to them
- Grave markings of murderers who were hanged outside Norwich Castle and whose bodies were not allowed to be buried in churchyards

**I. The importance of the whole site either locally or nationally, as appropriate**

- Norwich landmark for over 900 years
- One of the finest surviving secular (non-religious) Norman buildings in Europe
- Norfolk's principal museum and art gallery from 1894

**J. The typicality of the site based on a comparison with other similar sites****SIMILARITIES BETWEEN NORWICH CASTLE AND NORMAN CASTLES IN GENERAL****Outside**

- Motte or mound
- A big stone keep
- Large, stone building blocks and thick walls
- Curved, arched doorways
- Small, narrow windows for shooting arrows
- Bailey or yard at bottom of motte
- A moat and drawbridge

**Inside**

- Dark, cramped, noisy, smelly, smoky

**DIFFERENCES**

- Does not have a great tower
- Not as smoky as other castles as the two fireplaces in the outer walls had chimneys or smoke outlets but the fire in the centre of the Great Hall didn't have an outlet
- Built as a royal palace so not as grim and stark as other castles of the period - Falaise in Normandy is the closest but not as decorative as Norwich
- Prison buildings and a courtroom built around the Castle in 1822

**OTHER CASTLES OF THE PERIOD**

- Immediately after the Norman Conquest castles were built at a number of places to deter attempts at local rebellion – Pevensey (Sussex), Hastings (Sussex) and Dover (Kent) which were all built to protect William's strategic connection with Normandy across the English Channel
- Elsewhere during the 1070s William ordered the building of stone castles at Colchester and London, the later now known as the White Tower
- Slightly later in date are Norwich and Rochester where work began during the reign of William Rufus (1087-1100). These early castles were also palaces where the king could receive his powerful subjects and dispense justice
- During the Middle Ages the role of the castle began to change. Gradually the king ceased to visit the larger castles such as Colchester and Norwich. At the same time their defensive role declined as they were unable to resist attack by cannon. Instead the role of some castles, such as Colchester and Norwich, were reduced to being a prison. Smaller castles continued to be built but these were more prestigious country houses rather than military strongholds
- In the 17th century, at the time of the English Civil War, some castles in England briefly served a military purpose (not Norwich) and, in some cases, were badly damaged as a result. Others such as Rochester fell gradually into ruin, losing their roofs and floors and becoming covered in vegetation. Some castles were used to house military garrisons, such as Caen from 1718 and Dover from 1744. Finally, some castles became museums, as was the case at Colchester in 1860 and Norwich in 1894

*CONTINUED...*

**J. The typicality of the site based on a comparison with other similar sites***CONTINUED...***SIMILARITIES BETWEEN NORWICH CASTLE PRISON AND PENTONVILLE PRISON**

- Gaolers' house in the middle of the prison to oversee and inspire his prisoners
- Exercise yards in between cell blocks
- Different blocks for different types of prisoners, e.g. criminal, debtors
- Hard labour for prisoners, e.g. treadmill, oakum picking

**DIFFERENCES**

- Norwich Castle keep part of the prison with cells and an exercise yard inside the keep
- Norwich used the silent system (where prisoners aren't allowed to speak to each other) until 1850 whereas Pentonville was designed for the separate system from when it was built in 1842. The separate system kept prisoners apart – only left cells for religious services and exercises

**SIMILARITIES BETWEEN NORWICH CASTLE MUSEUM AND ART GALLERY AND OTHER COUNTY MUSEUMS****SIMILARITIES**

- Galleries on the county's history, artefacts, natural history and art

**DIFFERENCES (possible!)**

- Norman keep
- 19th Century prison buildings and courtroom
- Nationally significant collections

**K. What the site reveals about everyday life, attitudes and values in particular periods of history****ROYAL PALACE, 1067-1345**

- Normans built the Castle as a royal palace to remind the Saxons of their wealth and power (Bigod Arch photograph)

**GAOL, 1345-1822**

- Place where suspects were held before trials, plus debtors
- Suspects had to pay for everything – food, bedding, clothes, etc. – but conditions were horrendous as everyone was held together (men, women, children, suspects of minor and major crimes, debtors, etc.), the food was very basic, flooding took place, there was no heating and there were rats which shows no one thought suspects were worth looking after
- Punishment for lots of crimes was hanging which was done outside of the Castle to crowds of thousands which shows the government thought capital punishment was a good idea and would deter people from committing crimes and which shows people thought hangings were entertainment

**PRISON, 1822-1888**

- New prison buildings built in 1792 but were too small so those were demolished and another set of buildings and a courtroom were erected in 1822 incorporating the most up-to-date systems of prison management and trials – gaoler's house in the middle with cell blocks and exercise yards radiating out from it so he could 'oversee' the prison and be a source of inspiration to his prisoners; spiral staircase and tunnel linking the prison with the courtroom
- From 1820s, prison became a punishment – hanging was only for murder and treason

**MUSEUM, 1888-present**

- Victorians were great collectors and wanted to show others their curiosities, e.g. the Fitch Room displays the collections of Robert Fitch who donated Saxon and Roman finds, porcelain, books, minerals and geological specimens (From Prison to Museum)
- Won £12m from Heritage Lottery fund for refurbishment in 2001 which shows how important the museum is

**L. How the physical remains may prompt questions about the past and how historians frame these as valid historical enquiries**

- Who built it? Who changed it? Who used it?
- What is it? What changes has it seen? What was it used for?
- When was it built? When was it changed? When was it used?
- Why was it built? Why was it changed? Why was it used?
- How was it built? How was it changed? How was it used? How much did it cost to build/change?
- Where was it built? Where was it changed? Where did the people come from who used it?

**M. How the physical remains can inform artistic reconstructions and other interpretations of the site**

- Norwich Castle images from our art collection
- Norwich Castle Interior drawings
- Norwich Castle Medieval aerial image
- Life in a Castle graphic panels 1-3 in Keep
- Scale model (interior and exterior) of 1121 Norwich Castle in Keep
- Animated film of life in Norwich Castle in Keep
- Animated film of travelling from the outside of the Castle into the Great Hall
- Animated films of arriving at the Castle, visiting the King, preparing for a feast, the Queen in the Chapel and the Christmas Feast of 1121
- Model of exterior keep and baileys in Keep Basement
- Animated interpretations of exteriors and interiors of the Norman Connections castles on Keep Balcony
- Animated interpretation of a messenger arriving at Norwich Castle in Keep Basement
- Exterior model of 1822 prison building in Keep Basement
- Animated film of the history of the Castle as a prison in Keep Basement

**N. The challenges and benefits of studying the historic environment****Benefits:**

- Gives a sense of place, well-being and cultural identity
- Defines and enhances a connection of people to a place, such as regional and local distinctiveness
- Stimulating and life-enhancing way to engage with history

**Challenges:**

- Difficult to interpret due to lack of sources and evidence
- Different interpretations of the same site
- Lack of written sources and physical evidence

## The teaching programme

For those unfamiliar with a study of the historic environment, this might be the biggest challenge you initially face.

There are many ways you could organise a course and neither OCR, nor SHP endorses any one set method. The best way will always come from your individual circumstances and the site that you are studying.

What follows is one teacher's experience, altered to suite the new specification, of how to deliver a history around us course over a 12 week programme with time included for the site visit, using Norwich Castle as the focal point.

The example activity is not intended to be the whole lesson, but instead provide an example of an aspect of that might be covered within the lesson. The type of lesson and activities carried out will very much depend on the site chosen and will vary greatly centre to centre.

Enquiry focus	Criteria		Example Activity
Why study the historic environment?	N	The challenges and benefits of studying the historic environment	Show an image of a ruined site (not your chosen site) Students suggest questions they would like to ask about the site, examples might include 'where is it?' or 'why is it ruined?' Students can be given additional information about the site, not a complete pack, but some minor points. Can any of the questions they pose be answered? What do they still need to do? Where or how might they find out that information? What difficulties might they have in finding this out?
What do we know about the history of the site?	A	The reasons for the location of the site within its surroundings	Create a time line outlining the major events of the sites history.
	B	When and why people first created the site	
	G	Significant times in the site's past: peak activity, major developments, turning points	
	I	The importance of the whole site either locally or nationally, as appropriate	

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SITE VISIT		
Enquiry focus	Criteria	Example Activity
How has the site been used?	<p>C The ways in which the site has changed over time</p> <p>D How the site has been used throughout its history</p> <p>E The diversity of activities and people associated with the site</p> <p>F The reasons for changes to the site and to the way it was used</p> <p>K What the site reveals about everyday life, attitudes and values in particular periods of history</p>	Use the source packs in conjunction with your visit notes. Create a guidebook focussing on the different ways in the site has been used over time.
How can we use the physical remains?	<p>H The significance of specific features in the physical remains at the site</p> <p>L How the physical remains may prompt questions about the past and how historians frame these as valid historical enquiries</p> <p>M How the physical remains can inform artistic reconstructions and other interpretations of the site</p> <p>N The challenges and benefits of studying the historic environment</p>	Using the source packs in conjunction with your visit notes. Annotate the sources key features. Around each source, create a series of questions you would like to ask in order to find out more information.
How is the site typical?	J The typicality of the site based on a comparison with other similar sites	Learners should spend time researching Framlingham Castle – a site broadly local to Norwich Castle and with links via Roger Bigod. Learners should compare physical features of Norwich Castle (gained through prior study) with Framlingham.

## Appendix 1 – a sample of sources from Norwich Castle



Source 1 – Bigod Arch

**JOHN HOWARD  
AND  
PRISON REFORM**

John Howard was the first major campaigner for prison reform. Between 1774 and 1777, he visited 244 prisons which he described in an influential book. Howard's comments on the Norfolk County Gaol at Norwich Castle inspired the design of the first new gaol by Sir John Soane in 1789.

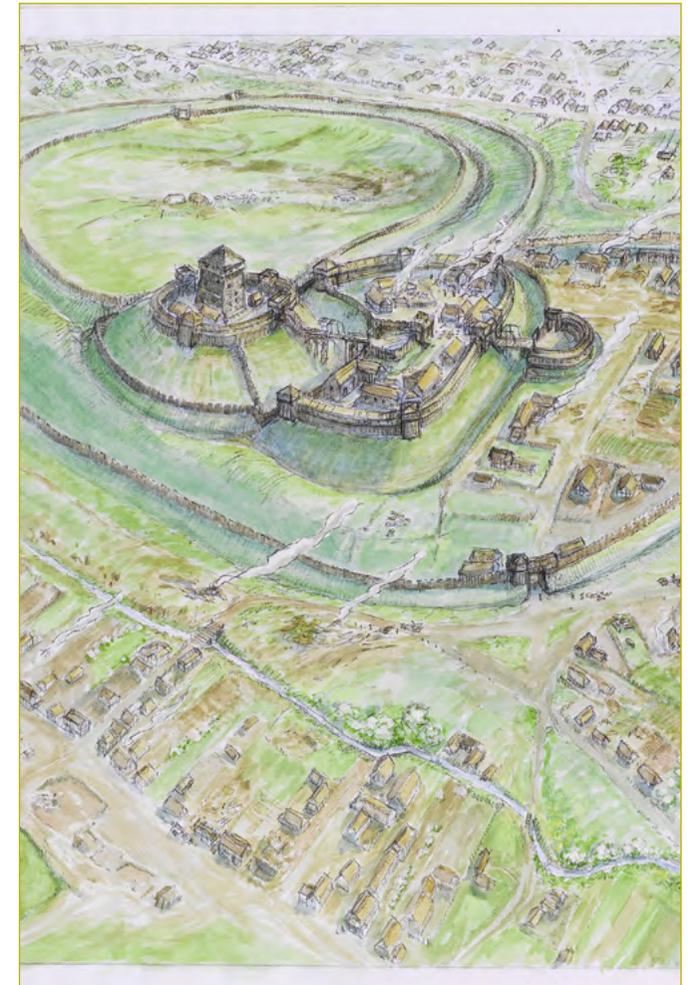
Howard's report did find some things to praise – such as the 'airy rooms for the sick' and the 'convenient bath'. However, some of his comments are shocking by today's standards: 'there is a dungeon down a ladder of 8 steps, for men-felons; in which has been sometimes an inch or two of water'. However, Howard did find that 'the gaoler is humane, and respected by his prisoners'.

Edward Harbord, a Norfolk MP, was one of the reformers who campaigned hard for a new approach to prison management in the early 1800s. He felt passionately that prisons should 'reform' or improve the moral and physical health of prisoners, rather than merely punish. He wanted a prisoner's 'time [to] be not spent in idleness and debauchery, but in industry and good order'. The new gaol of 1822-7 was a model prison of its time.

Many of the reformers who influenced the changes in Norwich were local figures with national influence. The famous reformer Elizabeth Fry carried out her work in London, but she was Norfolk-born. Her brother Joseph John Gurney and brother-in-law Thomas Fowell Buxton were both leading liberal thinkers and reformers, as were local women Amelia Opie and Harriet Martineau.

**Did you know?** John Howard's work inspired the foundation of the Howard League for Penal Reform in the 19th century. They still campaign for prison reform today.

Source 2 – John Howard and Prison reform graphic panel



Source 3 – reconstruction of wooden motte and bailey

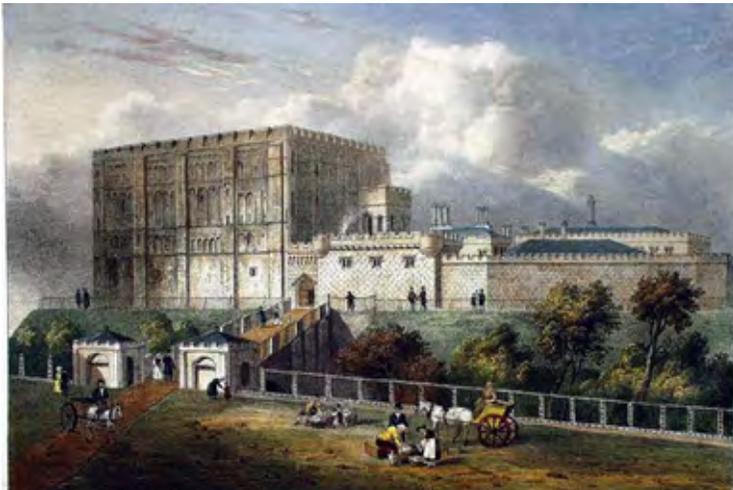
## Appendix 2 – From Prison to Museum written by the Norwich Castle team

Norwich Castle was built as a symbol of royal domination by the Normans over the local Anglo-Saxon population. Its huge structure, placed on the large motte in the centre of the city, continued to exercise a profound visual effect on the local population over the centuries as a powerful symbol of civic pride. It was frequently engraved by artists and despite being a prison holding thieves, villains and debtors only a wall's thickness away, was a popular venue for city folk to walk around. The following account reveals the pleasure taken in this, following the completion of William Wilkins' rebuilding of the Gaol:

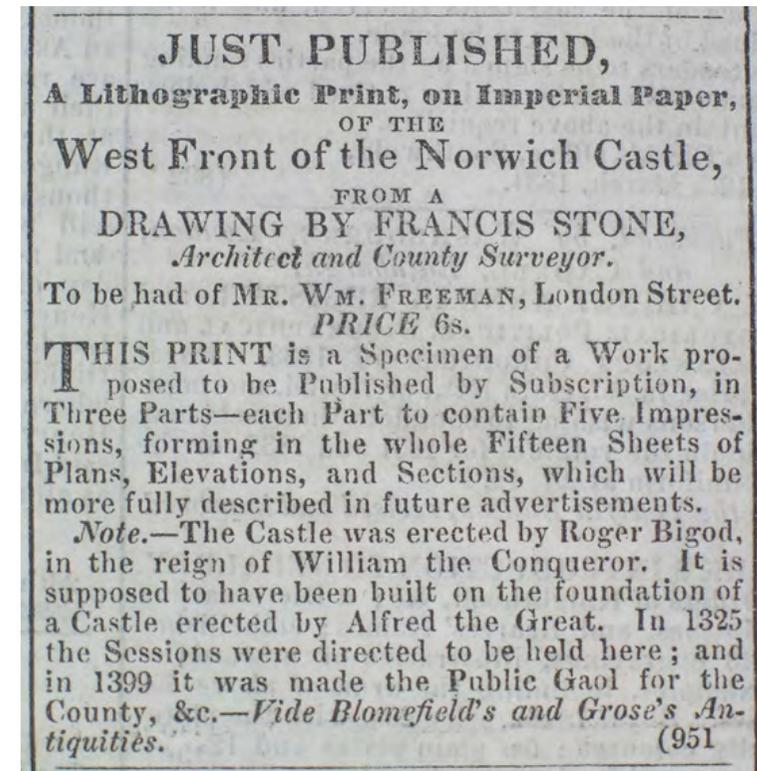
“ The works of the New County Gaol are now nearly arrived at a state of completion. And the walk round the Castle Hill having, after a long interval of unavoidable exclusion, been thrown open again to the public, was visited on Sunday last, by throngs of persons: all apparently eager to enjoy the salutary pleasures of a favourite *promenade*. With too lively remembrance of *what it was*, before the platform of the Hill exhibited such formidable encroachments of stone masonry, we yet were gratified with the neatness of the general arrangement, and the means which it still affords of viewing the city and surrounding country. ”

From *The Norfolk Chronicle and Norwich Gazette*, Saturday 12th November 1834 (Vol LVII No.2894)

This is neatly shown in David Hodgson's coloured lithograph of the Castle made some time after Wilkins' Gaol was built. People are shown wandering around the mound with its iron railings, which are still in place today.



Often the steady stream of images of the Castle would be advertised locally:



Despite this obvious importance of the Castle in the cultural and civic mind of Norwich people, the building was still an operating Gaol. The needs of the building, and its maintenance and upkeep, were ongoing causes of concern to the local Magistrates and the Prison Governor, John Johnson. The potential conflict between these two viewpoints was felt most clearly when it was decided that the Castle's main outer walls were in need of restoration in 1834. The repairs, which were carried out, caused a local outcry as the following pieces from local paper *The Norwich Mercury* reveal (overleaf):

## TO STONE-MASONS.

IT is intended to restore the South and West sides of the NORWICH CASTLE with the best Combe-Down Bath Stone, beginning with the South side. Such Persons as are willing to Contract for the execution of the Work are desired to affix the Prices according to the following directions—viz.

To prepare and fix all the Ashlar and Bond Stones of such scantlings as will be given by the Architect (Mr. Francis Stone) as the work proceeds, at per foot Cube.

To prepare and fix all the Circular Arches with Cogging and other Moldings, also the Columns and Bases, according to the Models which may be seen at the Castle, inclusive of making Wood Patterns and Centres, at per foot Cube.

To prepare and fix the String Courses and Plinths, which are to be sawn out of hard block Yorkshire Stone, worked according to the Models in such Scantlings as will be given as the work proceeds, at per foot Cube.

N. B.—The Mortar for setting the Stone Work will be provided at the expense of the County.

To take off the present Battlements and Parapet to the South side, including one Battlement to the West, which are to be repaired and refixed; also to take down and remove off the Castle Hill, all the outer defective Stone Facing & Flint Work from the Parapet to the ground of the South front, including the first Buttress towards the West; the materials to be the property of the Contractor for the sum of £

To erect a good and substantial Scaffold for the whole of the work to the South side, including the first Buttress and Staircase towards the West; and the Contractor to find, at his own expense, all Ropes, Tackle, Tools, &c. necessary to complete the South front, including the first Buttress towards the West; also to Hoard (or Bumble) off the Hill, and to provide Shops for the Workmen, according to a Plan which may be seen at the Castle.

Tenders to be sealed and directed to the Chairman of the Castle Committee, and delivered on or before Friday, May 16th, 1834. (1353)

From *The Norwich Mercury*, Saturday 3rd May 1834 (No. 5374)

At a meeting of the Castle Committee for restoring the South and West Sides of that ancient edifice, held on Saturday last, Mr Watson's tender for performing that contract was accepted.

From *The Norwich Mercury*, Saturday 24th May 1834 (No. 5377)

## RESTORATION OF THE CASTLE. To the Rate Payers of the County of Norfolk.

GENTLEMEN,

Your attention will naturally be drawn to a requisition on the subject of the Castle, published in this week's paper, and as there are perhaps many among you who may imagine that the inhabitants of Norwich have no right to interfere with what rests between you and the County Magistrates, I beg leave as briefly as I can, to state to you the grounds on which that requisition has been drawn up, and so respectfully and I may add influentially signed.

Not a stone of the exterior of the West and South sides of the Castle will in a few months remain, if the resolutions lately passed on the subject are carried into effect. All that we ask therefore, in the first place, is—whether this act of demolition be necessary? It can only be necessary on one of two grounds—that the Castle walls will fall unless they are new faced, or that what remains of the old facing cannot be kept up by partial repair and restoration of what is already gone. Now the safety of the walls has little or nothing to do with the subject. The plea on which the measure is adopted, is, that the exterior facing will in the progress of time crumble away, leaving only the bare walls remaining, and that *it is already too far gone to be kept up by any means whatever.*

Before, therefore, we see so noble a relic defaced, we are anxious to know on what professional authority so sweeping a measure is adopted, and as from the circumstances under which that authority has been derived, we are deprived of the satisfaction of knowing it—we request a meeting to be called, for the purpose of adopting measures to induce the County Magistrates either to have a professional opinion professionally given by a competent antiquary, architect, and mason, or to allow us to have one, in order that we may be assured that competent and responsible judges venture to assert that what remains cannot be kept up by a restoration of what has fallen.

One of four measures is possible:—1. To leave it as it is. 2. To restore what is gone, and thus to preserve what remains. 3. To restore it to its ancient form, character, and construction, by a new facing. 4. To pull down the present facing entirely, and make a nominal restoration like the East side.

Now, gentlemen, and I say this equally to the county magistrates and to yourselves, every subscribing member to our requisition would prefer the first of these measures to the last; & not our requisitionists only, but I believe every person in the kingdom at all impressed with the characteristic features of the original structure. It is true that the first may be deemed an ultra-antiquarian view, but we deem the last an ultra-vandal one. We seek to ascertain whether the second measure cannot be adopted, and to know that on competent authority; we do not wish to have so noble and interesting a feature in our city destroyed, merely because nameless persons have informed the Committee that it must be so. If however in the end it should turn out, as it possibly may, that entire restoration is essential, let us have a real and not merely a nominal one. Let any person walk up to the Castle and turn his eye from the flat bare piece of masonry that faces Thorpe to the rich work of the remaining South side, and satisfy himself whether the former be or be not a restoration in the style of the latter. This is not a matter of antiquarian knowledge, (I, for one, profess none) but simply of observation. We have been ac-

customed from our childhood to admire the (as it were) mosaic appearance of the Anglo-Norman Keep, & we have in its stead a piece of even modern masonry as unlike in its structure and appearance to the original edifice, as if it had been faced with Roman cement. The dimensions of the walls and parts are probably the same as in their original state, but the structure of that wall is essentially different. If any of you had a fine old piece of brickwork crumbling away, you would not say, because a contractor to restore it had kept to the original design of your building, but instead of using small bricks had employed square pavements, that he had restored your old piece of masonry, and if that masonry were connected with the history of your building, and the building connected with the history of your family, you would surely, if after every enquiry, you were reduced to the necessity of reconstructing it, and if *one* side only were refaced with your pavements, you would I say have the remaining three sides restored with brick work as nearly as possible assimilated to what had to be taken down. Now read, "blocks of stone" for "bricks," and "country" for "family," and you have the case in point. In what has been done the characteristic feature of the old structure, namely the small square blocks distinctly visible and pervading the whole facing, is entirely lost; and hence it is merely a nominal restoration; it is a thing which if one of the original builders had seen he would have taken for fairy work, so perfectly unlike is it to any performance of his. It is on these grounds that we sincerely trust that should competent judges unfortunately decide that it can in no manner be preserved, the edifice will either be allowed to remain as it is, or herestored *stone for stone.*

Surely then, Gentlemen, when we see so interesting a relic beginning to be destroyed, without, as far as we know, any competent authority for the necessity of such a step, we cannot be charged with improper interference in acting as we do. It is not merely a concern of ours, or yours, but it is really to a certain extent a national concern, that so noble a monument of antiquity should not be brought piece-meal down, with spike and pick-axe, without a responsible authoritative statement that it cannot be preserved; and surely again we are doubly justified in instituting this enquiry, when we see that the new work is commenced on precisely the same plan as the wholesale modernized masonry of the nondescript East side.

I am, Gentlemen, your obedient humble servant,  
*A Subscriber to the Requisition.*

Norwich, July 24th, 1834.

From *The Norwich Mercury*, Saturday 26th July 1834 (No. 5386)

**THE REV. E. DANIEL** proposed the second resolution—

That should such professional opinion unfortunately decide that any one or more of the three sides (the north for example) can only be rendered secure by an entirely new facing, enquiry be also made of such competent persons, as to the possibility and propriety of erecting that facing according to its original construction; as the meeting views with additional regret, that the new work is commenced in a manner dissimilar to the construction and character of the original masonry, and thus in one important particular rendering the work imperfect as a restoration, as it is in another deficient in durability.

And read a letter from Dawson Turner, Esq. of Yarmouth, of which the following is a part—

“In my opinion the Castle ought unquestionably to be left standing if possible as it now is. There is not in all Normandy, and I believe there is not in the whole world, an equally beautiful example of castellated architecture of the same style and era; to meddle with it, therefore, at all, unless it is actually likely to fall, is unquestionably to be deprecated. In case support is necessary, I should trust that to replace what is gone, and thus to preserve what remains, may, as the next best step, be resorted to—any thing else I should exceedingly lament. I am very seldom in Norwich, and I am not much a reader of newspapers, I had therefore no idea of (what I infer from your letter) its being in contemplation to make the south and west sides of the Castle similar to what we now see on the east. Such a step I should indeed consider an abomination, and I trust it will never be resorted to.”

Mr. D. said an attempt (commenced since the requisition) to make the new structure appear, by false joints, what it was not, had demonstrated the absurdity of the original plan, inasmuch as it reduced the mason to the necessity of filling up half every real perpendicular joint with cement, in order to conceal it, which cement would in a few years fall out, and then have to be put in again—when there would be a fresh job for the county and fresh scaffolding over the Castle. Now he maintained that such work was imperfect as a restoration and deficient in durability—and all might have been avoided by cutting the blocks of stone in another form. But in addition to this, even in placing the joints, whether real or false, some more taste ought to be displayed than in the part begun, in order to give the irregularity of the original style, where there was no original remains to go by. A person, who besides being a Norman Antiquarian was an Artist, like Mr. Cotman, ought to have designed the divisions.

MR. BARWELL supported the resolution.

The third resolution was proposed by MR. BRIGHTWELL—

That a deputation of three or more gentlemen be appointed to wait on Colonel Harvey, the Chairman of the Gaol Committee, and express to him the feelings and wishes of the meeting on this subject, with a view to their being communicated by that gentleman to the Members of the said Committee.

MR. J. G. JOHNSON and the REV. J. TOMPSON objected to the resolutions, upon each of which a long and rather conversational discussion ensued between Mr. Alderman Stevenson, Mr. Brightwell, Mr. J. G. Johnson, the Rev. E. Daniel, and the Rev. J. Tompson. Mr. F. Stone, the architect of the Castle, defended the works going on at the Castle, which he stated to be perfectly in keeping with the original Anglo-Norman Architecture. He contended that the size of the stone used had nothing to do with the style of architecture, which depended on the solidity, the form of the arch, column, &c. and that great danger was now incurred from the almost daily falling of the stones. The resolutions were carried.

From *The Norwich Mercury*, Saturday 2nd August 1834 (No. 5387)

To the Editor of the *Norwich Mercury*.

SIR,  
You will oblige me by inserting the following observations in your valuable Journal:

NORWICH CASTLE.

I am one among the many who regret the demolition of so ancient a structure, inestimable for its antiquity and for the characteristic style of architecture it bears, namely, pure Norman, (not Anglo-Norman.) Many of the edifices erected in this country since the conquest partake of the mixed style of Saxon and Norman; the Saxons having possession of this country before the conquest, erected many sacred buildings and buildings for defence, in their peculiar style of architecture, which the Normans were not acquainted with when they first made the conquest, but after a considerable lapse of time they introduced parts and portions of the Saxon style with their own (which I term Anglo-Norman.) It appears from very indisputable authority that Norwich Castle is a building of unknown antiquity, or at least as remote as the invasion of this country by the Romans; from that circumstance and from its constructive principle I am induced to believe it to be a Roman structure; the Romans, when in possession of this country, were continually harassed by the Aborigines and their allies, consequently they built their structures for defence and opposition hastily, and with such materials as this country readily afforded them, namely, pebbles and flint stones, which could be got together in much less time and expence than sinking quarries for rock stone at a great distance from the site of the building. With such materials we know the whole of the massive walls of the Castle and other Roman remains were built, which by a proper admixture of lime and sharp sand therewith became a concrete in a short time, and by induration an inseparable mass. Such a building I have no doubt the Normans under the Conquest found Norwich Castle, which in the reign of William Rufus was faced and decorated with Caen stone, wrought in the pure Norman style of architecture (which its boldness, semi-circular arches, roll mouldings, reticulated ashlar, and its dressings in general still exhibit), and although its surface is much corroded by the action of the atmosphere thereon for many centuries, still its strength and durability are not in the least deteriorated or affected thereby—its ornamental surface might have been with care repaired, renovated, and coloured, in such manner as not to be distinguished from the original, first filling up the fissures and disjoinings in the general mass of concrete work with Roman cement, and wedging them with strong rag slates in a proper manner, so as to unite the several now disjoined parts, and connect them in one general mass again. But the work of demolition and restoration which is now in progress, however so minutely and exactly copied, cannot have the appearance of antiquity, for which alone it is now a valuable object; it will be no longer called and regarded by the designation of *Norwich Old Castle*, but every antiquarian and lover of the arts will deplore its loss, and for ever execrate the barbarism committed thereon, which they could not have anticipated would have taken place in this enlightened age—a barbarism which the promoters thereof themselves I hope in due time will deprecate, and desist therefrom, otherwise they merit severe reprehension.

I am, Sir, your obedient servant,  
WM. HINSBEY, Architect, Norwich.

From *The Norwich Mercury*, Saturday 9th August 1834 (No. 5388)

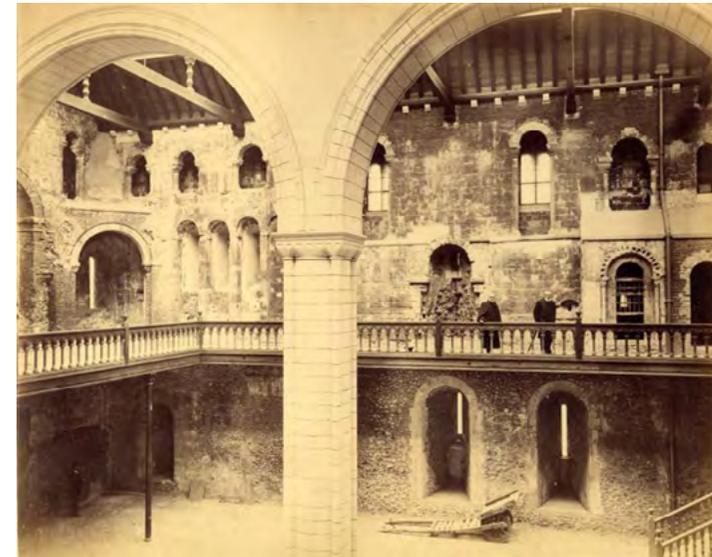
Given the importance of the Castle to the City, its conversion to a Museum was a natural suggestion, providing a civic amenity reflecting the history and sense of place Norwich had. We are very fortunate to have a series of photographs showing the Castle as a prison at its closure, and of the progress of the building works from 1887 to 1894.



Now you see it... The Keep with its brick cell blocks built by Sir John Soane (above) and following their demolition (below)



Modern arches, designed to look Norman like the Keep, were inserted to hold up the new roof, and a wooden walkway inserted around the edge





Following the grand opening of the Castle Museum by the Duke and Duchess of York (later King George V and Queen Mary) in October 1894 new staff had to be appointed as attendants. This picture shows those working in 1897 (left to right): W Jarvis; H Wurr; E Palmer; W Benns Palmer: Seated, J Nunn (joiner) and E Bacon (stoker). Jarvis, in the top hat, was the doorman.



## Appendix 3 – Full details of criteria created by Norwich Castle

OCR and SHP B Criteria for the selection of the site and the additional historical sources

For the full details of criteria, please see:

<https://www.museums.norfolk.gov.uk/norwich-castle/learning/ocr-and-shp-b-criteria>



### a) The reasons for the location of the site within its surroundings

#### CASTLE, 1067-1345

- Situated strategically at the end of a natural escarpment (steep slope), which lies to the south along the river
- At the foot of this ran the major route to the well-established Saxon town of Norwich from the south

#### **Additional Historical Sources (AHS):**

- [Norfolk and Suffolk Castles map](#)
- [Reconstruction of late Saxon Norwich picture](#)
- [10th Century coins photograph](#)
- [Medieval Realms information](#)
- [Norwich Castle Excavations and Historical Survey notes](#)
- BBC History magazine article Sept 2015 (<http://www.historyextra.com/bbc-history-magazine/issue/september-2015>)
- [Guidebook pp4-9](#)
- [Norwich Castle Keep by TA Heslop](#)

#### GAOL/PRISON, 1345-1887

- Norman castle used as a gaol from 1345 onwards
- Became overcrowded, prison reformer John Howard horrified by the dungeons in 1777, wrote a report to Parliament
- New prison buildings built in 1822 around the N and E walls which had the most space on the mound
- Courtroom built at the bottom of the mound in 1822, linked to the prison for prisoner access via a spiral staircase and tunnel

#### **AHS:**

- [John Howard and Prison Reform graphic panel](#)
- [Castles and the Anglo-Norman World](#)

#### MUSEUM, 1887-present

- Castle symbol of civic and cultural pride for local people

#### **AHS:**

- [From Prison to Museum information](#)
- [Norwich 12 Teachers' Resource Pack](#)

**b) When and why people first created the site****CASTLE, 1067-1345**

- 1067 new Norman king William I imposed his power on a Saxon population by Norwich Castle
- Demolished around 100 Saxon homes
- Motte and bailey – steep mound surrounded by deep, defensive, dry ditches and baileys (open spaces between ditches) to make it difficult for the enemy to reach
- First keep made of wood so they could build with speed but also to allow the earth in the mottes (mounds) time to settle before building in stone began in 1094 (completed by 1121)
- Local flint was used to build the Castle but limestone was brought from Normandy to face it as a reminder of the wealth and power of the Normans
- Installed a garrison of soldiers to keep law and order and prevent rebellion

**AHS:**

- o [Guidebook pp4-9](#)
- o BBC History magazine article Sept 2015 (<http://www.historyextra.com/bbc-history-magazine/issue/september-2015>)
- o [Castles and the Anglo-Norman World](#)
- o [Norwich Castle Guide 1200](#)
- o [Kings, Castles and Power graphic panel](#)
- o [Norwich 12 Teachers' Resource Pack](#)
- o Norwich Castle Keep graphic [panel 1](#) and [panel 3](#)
- o [Norwich Castle Excavations and Historical Survey notes](#)
- o [Medieval Prison graphic panel](#)
- o [Reconstruction of the wooden keep, motte and bailey](#)

**GAOL/PRISON, 1345-1887**

- Edward III sold the Castle fee (area around the Castle) and loaned the building to the city in 1345. It then became the county gaol
- Became overcrowded, prison reformer John Howard horrified by the dungeons in 1776, wrote a report to Parliament
- New prison buildings built in 1822 around the N and E walls which had the most space on the mound
- Courtroom for prisoner trials built at the bottom of the mound in 1822, linked to the prison for easy and safe access via a spiral staircase and tunnel

**AHS:**

- o [Castles and the Anglo-Norman World notes](#)
- o [Medieval Prison graphic panel](#)

**MUSEUM, 1887-present**

- Castle symbol of civic and cultural pride for local people (From Prison to Museum)

**AHS:**

- o [From Prison to Museum information](#)
- o [Norwich 12 Teachers' Resource Pack](#)

**c) The reasons for the location of the site within its surroundings****CASTLE/ROYAL PALACE, 1067-1345**

- Built as an awe-inspiring symbol of the king's power and military might
- Today's Castle is only a small part of the original 23 acre site
- Visitors would have gone through a large gateway near what is now the Archant newspaper offices, into a bailey (which now forms part of Castle Mall), across a drawbridge and bridge
- Keep was and still is 21m high and 28m wide with walls around 3m thick
- The original doorway is on the first floor on its eastern side, protected by a forebuilding called the Bigod Tower
- Bigod Tower has an elaborate carved archway a waiting room to the keep's Great Hall (half of the current balcony floor level) where people met, ate, slept, etc. There was also a small kitchen, a mezzanine floor for musicians and garderobes (toilets)
- The other half of the floor was the King's private apartments – bedrooms for himself and the queen, a fireplace, sink, a room with the top of the well in it, and chapel
- The only other floor in the keep was the basement (the current main floor was put in when the Castle became a museum – see later) which was used for storing food, drink, fuel, weapons, etc.

**AHS:**

- o [Norwich Castle guide 1200](#)
- o [Medieval Realms information](#)
- o [Norwich Castle Excavations and Historical Survey notes](#)
- o [Guidebook pp4-9](#)

**GAOL/PRISON, 1345-1887**

- Edward III decided not to keep the Castle as a royal palace and gave it to the city in 1345
- Keep housed prisoners awaiting trials
- Architect Sir John Soane designed and built a new prison block in and around the keep in 1792-3 but it was too small and was demolished in 1820s
- Another new gaol designed by William Wilkins was built around the keep in 1822 along with a courtroom at the bottom of the mound
- Architect Anthony Salvin refaced the Castle with Bath limestone, 1834-9

*CONTINUED...*

**c) The reasons for the location of the site within its surroundings***CONTINUED...***AHS:**

- o [Norwich Gaol and Prison Images and Information](#)
- o [Replica gaol cell photograph](#)
- o [Castles and the Anglo-Norman World notes](#)
- o [From Prison to Museum](#)
- o [Norwich Castle Guide 1200](#)
- o [Prison cells in keep photograph](#)
- o [William Wilkins' gaol model](#)
- o [Castle Mall Excavations graphic panel](#)
- o [Medieval Prison graphic panel](#)
- o [William Wilkins' Gaol graphic panel](#)

**MUSEUM, 1887-present**

- Due to a lack of space gaol moved to Mousehold Heath in 1883 and the process of converting the prison buildings into a museum began
- Edward Boardman, a Norwich architect, was commissioned to convert the keep and prison
- His work involved ripping out Soane's prison cell block
- To support the new roof, open arches were built down the centre of the keep, another floor was put in above the basement and a balcony was installed at the level of the original Norman floor
- A large development programme sees the construction of two new art galleries in 1950
- The central Rotunda is introduced with the infilling of an open courtyard and garden to unify the museum and provide new facilities in 1969
- £12m Heritage Lottery refurbishment in 2001 – art galleries

**AHS:**

- o [Norwich Castle Guide 1200](#)
- o [John Gurney and the Castle Museum graphic panel](#)
- o [Norwich 12 Teachers' Resource Pack](#)

**d) How the site has been used throughout its history****CASTLE /ROYAL PALACE, 1067-1345**

- Built as a royal palace which explains the grand decoration of the building inside and out
- However, no Norman kings lived in it but the king's constable (his representative) and a garrison of soldiers were stationed here to administer the region
- Day's business, feasts and entertaining took place in the Great Hall and this is where most people would've slept
- King's constable had luxurious private chambers with a fireplace, sink, separate bedchambers and garderobes and lavish decorations
- Anglo-Saxon Chronicle recorded the only time Henry I was known to visit Norwich in 1121: "In this year, King Henry spent Christmas at Norwich."
- Baileys used for grazing livestock and housing the industries and dwellings associated with the Castle, e.g. main kitchens, blacksmith, armourer, prison
- South bailey became a cattle market with drovers bringing livestock from around the region
- Three sieges
- Demise as a centre of administration in 14th Century following the building of the city walls

**AHS:**

- o [Norwich Castle Keep graphic panel 2](#)
- o [The King's Men graphic panel](#)
- o [Digging up the past graphic panel](#)
- o [Castles and the Anglo-Norman World notes](#)
- o [Kings, Castles and Power graphic panel](#)
- o [Medieval Realms information](#)
- o [Medieval Prison graphic panel](#)

**GAOL/PRISON, 1345-1887**

- Gaol/prison for at least 500 years (gaol is where suspects are held before trial; prison where convicted criminals are held as punishment)
- New prison building in 1822 meant different types of prisoners could be kept in different blocks, with each prisoner having their own cell. There were also exercise yards in between blocks
- Courtroom built in 1822 at the bottom of the mound for prisoners' trials

*CONTINUED...*

**d) How the site has been used throughout its history***CONTINUED...***AHS:**

- o [Castle Mall Excavations graphic panel](#)
- o [William Wilkins' Gaol graphic panel](#)
- o [Norwich Gaol and Prison Images and Information](#)
- o [Prison Stories daily life graphic panel](#)
- o [Replica cell photograph](#)
- o [William Wilkins' gaol model](#)
- o [Prison cells in the keep photograph](#)

**MUSEUM, 1887-present**

- Incorporated the collections of the earlier Norfolk and Norwich Museum
- The biggest and finest early collections were of natural history, particularly birds
- Now also home to historical collections from Ancient Egypt, Celtic, Roman, Anglo-Saxon and Viking periods
- Plus the Norwich School of Artists – 3 generations of landscape artists who lived and worked in the first half of the 19th Century – and others
- Houses also Decorative Arts from Medieval times to present day – silver, ceramics, jewellery, glass, costume, textiles – and Teapots

**AHS:**

- o [John Gurney and the Castle Museum graphic panel](#)
- o [Norwich 12 Teachers' Resource Pack](#)

**e) The diversity of activities and people associated with the site****CASTLE/ROYAL PALACE**

- Henry I spent Christmas at the Castle in 1121
- King's constable would have run the region with the backup of soldiers
- Servants would have served food, cleaned, carried messages, etc.
- Workers in the baileys
- 3 sieges

**AHS:**

- o Norwich Castle Keep graphic [panel 2](#), [panel 3](#) and [panel 4](#)
- o [Norwich Castle Excavations and Historical Survey notes](#)
- o [Guidebook pp4-9](#)
- o [The King's Men graphic panel](#)
- o [Medieval Prison graphic panel](#)
- o [Digging up the past graphic panel](#)
- o [Kings, Castles and Power graphic panel](#)
- o [Life in a Castle graphic panel 1](#)
- o [Medieval Realms information](#)

**GAOL/PRISON**

- Up until 19th Century, quality of life for prisoners depended on how much money they had as rich prisoners could rent bedding, furniture and buy better food
- Prisoners were all mixed – men, women, children, hardened criminals, first-timers, debtors, etc.
- Children were born in the Castle
- From 19th Century, the gaoler was in charge of a team of turnkeys (guards) who were responsible for security and maintaining order
- Prisoners had their own cell and a standard diet, plus faced brutal tasks as the treadmill to keep the water system going
- Trials took place in the courtroom involving judges, lawyers, prisoners, jury members, witness, clerks, reporters and the public

**AHS:**

- o [Prison job descriptions, 1829](#)
- o [Chapel Record Book photograph](#)
- o [Castles and the Anglo-Norman World](#)
- o [Prison Stories daily life graphic panel](#)
- o [Prison Stories introduction graphic panel](#)
- o [Norwich Gaol and Prison Images and Information](#)

**MUSEUM**

- Museum workers – Visitor Services, Building Services, Learning, Curators, Display teams

**AHS:**

- o [Norwich 12 Teachers' Resource Pack](#)

**f) The reasons for changes to the site and to the way it was used**

- Military and administrative importance of the keep declined in 14th Century and so it began to be used as a gaol
- By mid-18th Century the prison was overcrowded and John Howard, a well-known prison reformer, wrote a report about it in 1777, highlighting the terrible conditions
- Soane's prison built in 1790s but too small and so demolished in 1820s and replaced with Wilkins' prison which had the prison cell blocks radiating out of the jailer's house in the middle
- Refaced with Bath stone due to erosion of the Normandy limestone, 1834-9, in order to restore it to how it would have looked when the Normans first built it. The only difference in the refaced keep is that the whole exterior is now faced in stone while the original building was flint up to the first floor on the exterior
- Became overcrowded again and so the prison moved to Mousehold Heath
- Donation of John Gurney of £5,000 to turn it into a museum

**AHS:**

- o [John Howard and Prison Reform graphic panel](#)
- o [From Prison to Museum information](#)
- o [John Gurney and the Castle Museum graphic panel](#)
- o [Norwich 12 Teachers' Resource Pack](#)
- o [Medieval Prison graphic panel](#)
- o [William Wilkins' Gaol graphic panel](#)

**g) Significant times in the site's past: peak activity, major developments, turning points**

- 1067 – Normans demolished around 100 Saxon homes to make way for the Castle
- 1075 – Lady Emma and the 1075 rebellion: Ralph de Gauder, Earl of East Anglia, rebelled against William I. He left his wife Emma alone to defend the Castle for three months while he fled to Brittany. William won the Castle back after a 3 month siege
- 1121 – the stone keep was completed, Henry I spent Christmas here
- 1174 – Prince Henry, eldest son of Henry II, rebelled against his father and took the Castle. Henry II took it back in 1175
- 1215-16 – Louis, Dauphin of France, took the Castle after being invited over by English barons unhappy with King John. He was sent back to France after John died and his son took the throne
- 1345 – Edward III relinquished the Castle as a royal palace. It was used as the county gaol
- 1793-8 – Sir John Soane built a new gaol inside and around the keep
- 1822-27 – Soane's gaol was demolished and replaced with William Wilkins' design; courtroom built at bottom of mound
- 1834 – Anthony Salvin began re-facing the Castle with Bath limestone
- 1888 – Architect Edward Boardman submits plans for converting the gaol to a museum. Excavation and building work begins
- 1894 – The Castle was converted in a museum
- 1950 – A large development programme sees the construction of two new art galleries
- 1969 – The central Rotunda is introduced with the infilling of an open courtyard and garden to unify the museum and provide new facilities
- 2001 – Norwich Castle was re-launched after a Heritage Lottery funded refurbishment
- 2006 – Norwich Heritage Economic and Regeneration Trust (HEART) includes the Castle in its Norwich 12 initiative which promotes the 12 most important buildings in Norwich

**AHS:**

- o BBC History magazine article Sept 2015 (<http://www.historyextra.com/bbc-history-magazine/issue/september-2015>)
- o [Guidebook pages 4-9](#)
- o HEART website, <http://www.heritagecity.org/>
- o [Castles and the Anglo-Norman World](#)
- o [From Prison to Museum information](#)
- o [Prison cells in keep photograph](#)
- o [John Gurney and the Castle Museum graphic panel](#)
- o [William Wilkins' gaol model](#)
- o [Norwich 12 Teachers' Resource Pack](#)
- o [Norwich Castle Excavations and Historical Survey notes](#)

**h) The significance of specific features in the physical remains at the site****CASTLE/ROYAL PALACE**

- Bigod Arch is the original entrance to the royal hall in the keep. The elaborate carvings on the doorway show symbols of wealth and power – Pegasus, the classical winged horse (Normans believed they were the next Romans), a dragon, an eagle, a kneeling knight (reminder of the feudal system) and royal hunting scenes (William's hated hunting laws) – to remind the Saxons of who's in power now
- Kitchen usual in a castle – food usually cooked outside in the bailey, then brought inside – so thoughts are that food was re-heated here before being served – a Medieval microwave!
- Garderobes – communal toilets so people could 'do their business' and be 'privy to information'. Waste would have come down the Castle's west wall where the Saxons lived, perhaps reminding them what the Normans thought of them!
- Well was the first thing to have been built and is around 40m deep. It would have stretched all the way to the top floor of the keep where it was probably enclosed within a room of its own
- Fireplace and sink (water would have come out of the lion's mouth on the outside of the wall) in the south wall in the king's quarters was a reminder of how wealthy the Normans were
- Chapel window faces SE not E to Jerusalem – perhaps a reminder to the Pope and his priests that they were not the only ones in charge
- Graffiti on the chapel walls show knights fighting – perhaps a prayer to look after them?

**AHS:**

- o [Norwich Castle Keep notes by TA Heslop](#)
- o Bigod Arch photographs - [1](#), [2](#) and [3](#)
- o [Castles and the Anglo-Norman World](#)
- o [Medieval Realms information](#)
- o [Keep Chapel, South Wall, West Wall, King's Apartment, King's sink, King's fireplace, Kitchen Fireplace](#) photographs
- o [Norwich Castle Keep graphic panel 2](#)
- o [Norwich Castle Excavations and Historical Survey](#)
- o [Guidebook pp4-9](#)

**GAOL/PRISON**

- Graffiti elsewhere shows religious carvings and declarations of innocence made by Medieval prisoners
- Wilkins' prison in 1822 was designed so the gaoler's house and chapel was in the centre with cell blocks radiating out from them so he could 'oversee' all prisoners and be a source of inspiration to them
- Grave markings of criminals who were hanged outside Norwich Castle and whose bodies were not claimed

**AHS:**

- o [Bartholomew's Lament from Guidebook pp4-9](#)
- o [Norwich 12 Teachers' Resource Pack](#)
- o [Norwich Gaol and Prison Images and Information](#)

**i) The importance of the whole site either locally or nationally, as appropriate**

- Norwich landmark for over 900 years
- One of the finest surviving secular (non-religious) Norman buildings in Europe
- Norfolk's principal museum and art gallery from 1894
- Collections are designated as being nationally significant and include archaeology, fine and decorative arts, natural history and geology
- Egyptian gallery displays many artefacts from ancient Egyptian tombs, between 2,500-4,500 years ago. These were donated from collections of wealthy Norfolk travellers who visited Egypt during the 19th Century and includes rare exhibits such as a clay model of a granary. One of the most stunning artefacts is the mummy of Ankh Hor, which was presented to the Castle in 1928 by King George V
- Boudica gallery tells the story of how one Norfolk woman nearly beat the Romans and displays Celtic treasures such as torcs (neck rings worn as symbols of power) and silver coins
- Roman gallery tells how the Romans influenced British life through roads, towns, bathing, water supplies, shops, medicine, sewers and entertainment
- Anglo-Saxon collection one of the best in the region
- Natural History: the Bird Gallery has examples of nearly every species found in Britain
- Norwich School of Artists: Norfolk landscape artists, Crome talented landscape painter, Cotman one of Britain's outstanding water colourists
- Decorative Arts: Norwich was England's second city until late 18th Century, played an important role in decorative arts and manufacture, nationally important silver, ceramics, jewellery, glass, costume and textiles. Most important is Lowestoft Porcelain, 1757-1800, many pieces made to order and inscribed with customers' names
- Teapots – with around 3,00 examples, the collection is the finest of its kind in the world
- Named as one of the Norwich 12 by HEART in 2006 – one of 12 buildings within the city which collectively represent a millennium of urban development

**AHS:**

- BBC History magazine article Sept 2015 (<http://www.historyextra.com/bbc-history-magazine/issue/september-2015>)
- [Castles and the Anglo-Norman World](#)
- [From Prison to Museum](#)
- [Norwich 12 Teachers' Resource Pack](#)
- [Norwich Castle Keep notes by TA Heslop](#)

**j) The typicality of the site based on a comparison with other similar sites****SIMILARITIES BETWEEN NORWICH CASTLE AND NORMAN CASTLES IN GENERAL****Outside**

- Motte or mound
- A big stone keep
- Large, stone building blocks and thick walls
- Curved, arched doorways
- Small, narrow windows for shooting arrows
- Bailey or yard at bottom of motte
- A moat and drawbridge

**Inside**

- Dark, cramped, noisy, smelly, smoky

**DIFFERENCES**

- Does not have a great tower
- Not as smoky as other castles as the two fireplaces in the outer walls had chimneys or smoke outlets but the fire in the centre of the Great Hall didn't have an outlet
- Built as a royal palace so not as grim and stark as other castles of the period - Falaise in Normandy is the closest but not as decorative as Norwich
- Prison buildings and a courtroom built around the Castle in 1822

**OTHER CASTLES OF THE PERIOD**

- Immediately after the Norman Conquest castles were built at a number of places to deter attempts at local rebellion – Pevensey (Sussex), Hastings (Sussex) and Dover (Kent) which were all built to protect William's strategic connection with Normandy across the English Channel
- Elsewhere during the 1070s William ordered the building of stone castles at Colchester and London, the later now known as the White Tower
- Slightly later in date are Norwich and Rochester where work began during the reign of William Rufus (1087-11). These early castles were also palaces where the king could receive his powerful subjects and dispense justice
- As in Normandy these stone castles in England were accompanied by timber castles built by powerful barons, usually with the agreement of the king. These castles both protected the baron from attack by his enemies and were a means of demonstrating his power to the surrounding population. Over a period of time these timber castles were rebuilt in stone
- During the Middle Ages the role of the castle began to change. Gradually the king ceased to visit the larger castles such as Colchester and Norwich. At the same time their defensive role declined as they were unable to resist attack by cannon. Instead the role of some castles, such as Colchester and Norwich, were reduced to being a prison. Smaller castles continued to be built but these were more prestigious country houses rather than military strongholds.

*CONTINUED...***j) The typicality of the site based on a comparison with other similar sites***CONTINUED...*

- In the 17th century, at the time of the English Civil War, some castles in England briefly served a military purpose (not Norwich) and, in some cases, were badly damaged as a result. Others such as Rochester fell gradually into ruin, losing their roofs and floors and becoming covered in vegetation. Some castles were used to house military garrisons, such as Caen from 1718 and Dover from 1744. Finally, some castles became museums, as was the case at Colchester in 1860 and Norwich in 1894.

**AHS:**

- o [Norwich Castle Keep notes by TA Heslop](#)
- o For more information on similar sites, visit <http://www.normanconnections.com/en/>. Norman connections represent key Norman sites in South East England and Normandy and have linked up to promote our shared history and explore common cultures, traditions and characters.

**SIMILARITIES BETWEEN NORWICH CASTLE PRISON AND PENTONVILLE PRISON**

- Gaolers' house in the middle of the prison to oversee and inspire his prisoners
- Exercise yards in between cell blocks
- Different blocks for different types of prisoners, e.g. criminal, debtors
- Hard labour for prisoners, e.g. treadmill, oakum picking, the crank

**DIFFERENCES**

- Norwich Castle keep part of the prison with cells and an exercise yard inside the keep
- Norwich used the silent system (where prisoners aren't allowed to speak to each other) until 1850 whereas Pentonville was designed for the separate system from when it was built in 1842. The separate system kept prisoners apart – only left cells for religious services and exercises

**AHS:**

- o [Crime and Punishment Through Time SHP Student Textbook and Teachers' Resource Book](#) by Ian Dawson (copyright), reproduced by permission of Hodder Education and Mary Evans Picture Library

**SIMILARITIES BETWEEN NORWICH CASTLE MUSEUM AND ART GALLERY AND OTHER COUNTY MUSEUMS****SIMILARITIES**

- Galleries on the county's history, artefacts, natural history and art

**DIFFERENCES (possible!)**

- Norman keep
- 19th Century prison buildings and courtroom
- Nationally significant collections

**k) What the site reveals about everyday life, attitudes and values in particular periods of history****CASTLE/ROYAL PALACE, 1067-1345**

- Normans built the Castle as a royal palace to remind the Saxons of their wealth and power:
  - brought over limestone from Caen to show their wealth and power
  - carvings showing a knight kneeling (how to greet a king) and hunting scenes (only the king was allowed to hunt)
  - faeces coming down the side of the Castle facing the Saxon quarter!
  - Water from a sink and smoke from a fireplace facing the French quarter! Fireplace on the side of the building was considered wasteful but Normans wanted to show off their wealth but were also borrowing from the Romans
- Normans drew on architecture and images of Ancient Rome (Bigod arches, classical carvings) as they believed they were the next big empire and civilisation
- Normans also needed somewhere to accommodate the king, his constable and soldiers in case of rebellion
- Great Hall hosted feasts, servants used fighting gallery to carry messages and food, kitchen used to warm food up before it was served, musicians played
- Garderobes or toilets were where the Normans hung their clothes as they knew that moths wouldn't go near their toilets (ammonia in urine repels them) and also held meetings as the toilets were communal! Daisy wheel carving to ward off evil spirits
- King's apartments half of the Castle show how important he was
- Chapel altar faces SE towards the political capital London and not dead E towards the religious capital of Jerusalem could show that the Normans wanted to remind the Pope and his priests that they also held power in England

**AHS:**

- o [Digging up the past graphic panel](#)
- o [Kings, Castles and Power graphic panel](#)
- o [Life in a Castle panel 1](#) and [panel 2](#) and [panel 3](#)
- o [Medieval Realms information](#)
- o [Norwich Castle Keep graphic panel 4](#)
- o [Guidebook pages 4-9](#)

**GAOL, 1345-1822**

- Place where suspects were held before trials
- Suspects had to pay for everything – food, bedding, clothes, etc. – but conditions were horrendous as everyone was held together (men, women, children, suspects of minor and major crimes, debtors, etc.), the food was very basic, flooding took place, there was no heating and there were rats which shows no one thought suspects were worth looking after

- Punishment for lots of crimes was hanging which was done outside of the Castle to crowds of thousands which shows the government thought capital punishment was a good idea and would deter people from committing crimes and which shows people thought hangings were entertainment
- John Howard's 1777 report highlighted the terrible conditions

**AHS:**

- o [John Howard and Prison Reform graphic panel](#)
- o [Norwich Gaol and Prison Images and Information](#)

**PRISON, 1822-1888**

- New prison buildings built in 1792 but were too small so those were demolished and another set of buildings and a courtroom were erected in 1822 incorporating the most up-to-date systems of prison management and trials – gaoler's house in the middle with cell blocks and exercise yards radiating out from it so he could 'oversee' the prison and be a source of inspiration to his prisoners; spiral staircase and tunnel linking the prison with the courtroom
- From 1820s, prison became a punishment – hanging was only for murder and treason
- Replica cell in Keep Basement shows that the prison employed the Separate System – prisoners stayed in their cells to work (when they were with others, they had to stay silent – the Silent System)
- Treadmill to grind corn or turn the water system and example of hand crank in Dungeon – prisoners punished with hard labour and boring, repetitive and sometimes unnecessary work
- Shop was the schoolroom as Norwich was the first prison to have a school master to teach the prisoners to read and write and some kind of skill which demonstrates that the gaoler believed in rehabilitation
- Hangings public until 1867 as public executions did not terrify people into keeping the law
- If no one paid to release a murderer's hanged body, it was buried within the Castle walls with a simple stone slab with the person's initials and year of execution on it

**AHS:**

- o [Calendar of prisoners](#)
- o [Sentence for prisoners](#)
- o [Chapel record book](#)
- o [James Bloomfield Rush graphic panel](#)
- o [James Bloomfield Rush's execution report](#)
- o [Prison Stories daily life graphic panel](#)
- o [Replica gaol cell photograph](#)
- o [William Wilkins' Gaol graphic panel](#)

CONTINUED...

**k) What the site reveals about everyday life, attitudes and values in particular periods of history****MUSEUM, 1887–present**

- Victorians were great collectors and wanted to show others their curiosities, e.g. the Fitch Room displays the collections of Robert Fitch who donated Saxon and Roman finds, porcelain, books, minerals and geological specimens
- Won £12m from Heritage Lottery fund for refurbishment in 2001 which shows how important the museum is

**AHS:**

- [From Prison to Museum](#)
- [Norwich 12 Teachers' Resource Pack](#)

**l) How the physical remains may prompt questions about the past and how historians frame these as valid historical enquiries**

- Who built it? Who changed it? Who used it?
- What is it? What changes has it seen? What was it used for?
- When was it built? When was it changed? When was it used?
- Why was it built? Why was it changed? Why was it used?
- How was it built? How was it changed? How was it used? How much did it cost to build/change?
- Where was it built? Where was it changed? Where did the people come from who used it?



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**m) How the physical remains can inform artistic reconstructions and other interpretations of the site**

- Norwich Castle images from our art collection
- Norwich Castle Interior drawings
- Norwich Castle Medieval aerial image
- Life in a Castle graphic panels 1-3 in Keep
- Scale model (interior and exterior) of 1121 Norwich Castle in Keep
- Animated film of life in Norwich Castle in Keep
- Animated film of travelling from the outside of the Castle into the Great Hall
- Animated films of arriving at the Castle, visiting the King, preparing for a feast, the Queen in the Chapel and the Christmas Feast of 1121
- Model of exterior keep and baileys in Keep Basement
- Animated interpretations of exteriors and interiors of the Norman Connections castles on Keep Balcony
- Animated interpretation of a messenger arriving at Norwich Castle in Keep Basement
- Exterior model of 1822 prison building in Keep Basement
- Animated film of the history of the Castle as a prison in Keep Basement

**n) The challenges and benefits of studying the historic environment****Benefits:**

- Gives a sense of place, well-being and cultural identity
- Defines and enhances a connection of people to a place, such as regional and local distinctiveness
- Stimulating and life-enhancing way to engage with history

**Challenges:**

- Difficult to interpret due to lack of sources and evidence
- Different interpretations of the same site
- Lack of written sources

If you have any questions on the above, please contact Jenni Williams on 01603 494898 or [jenni.williams@norfolk.gov.uk](mailto:jenni.williams@norfolk.gov.uk).

## Appendix 4 – Contact Details and Risk Assessment

### Organising School Visits to Norwich Castle

#### Planning your visit

- You can find details of our **offers for schools**, trails, resources and information to help you write risk assessments on our website: <https://www.museums.norfolk.gov.uk/norwich-castle/learning/key-stage-4>
- We can usually provide **areas for lunch**. Please ask when booking your visit and please leave lunch spaces clean and tidy.
- Once your planned activities** are over you are welcome to stay on site while the museum is open – 10am to 4.30pm.
- The **Museum Shop** has a good range of pocket money-priced souvenirs. Please arrange for children to visit in small groups.

#### Pre-visits

We strongly recommend that teachers visit Norwich Castle before bringing a school party. Pre-visits for teachers are FREE. You don't need to pre-book just come along any time the museum is open to the public. Tell the ticket desk that you're a teacher, and the name of your school.

**Bookings** [norwichcastle.bookings@norfolk.gov.uk](mailto:norwichcastle.bookings@norfolk.gov.uk) | 01603 493636

Please book your visit in advance.

#### Admissions and payment

Pupils and accompanying adults on self-led visits - free Workshops and events - charges apply	Pupils on self-led visits - £2.40 Accompanying adults of self-led visits - free Workshops and events - charges apply
Payment by journal transfer after the visit.	Payment on the day by cash, credit card or cheque payable to "Norfolk County Council".



**Norwich Castle**  
Museum & Art Gallery

#### Cancellation policy

If you need to cancel your booking, it will result in a cancellation fee.

#### Access

We aim to make our activities as inclusive as possible. If anybody in your party has mobility difficulties you will need to visit the museum before the trip and talk through with staff how to evacuate in an emergency. We offer help with various services including disabled access parking for cars and minibuses and wheelchairs to borrow.

#### Running late?

If you are taking part in an event or workshop and your arrival time is delayed for any reason please call us on 01603 493636.

#### On arrival

- Ask your coach driver to **drop you off / pick you up** on Castle Meadow. There is then a short walk along a pedestrian path and steps to the museum entrance. There is also a lift.
- Please report directly to the information desk at the main entrance where a member of staff
- will meet you and ask the group leader to sign in and confirm the number of pupils and adults in the group. *NB. The museum opens at 10am. Before then there is nowhere to wait inside.*
- You will then be directed to your **drop off space for coats and bags**, shown your **lunch space** and taken to your **first activity**.

#### Responsibilities and expectations during your visit

The group leader has responsibility for adult helpers and for:

- briefing students and adult helpers before the visit on health and safety (see Risk Assessment Information), and on roles and responsibilities (see below).

*All visiting teachers* have responsibility for:

- their pupils' behaviour throughout the visit including led sessions and breaks
- sole responsibility for the welfare of their pupils during breaks and lunchtimes.

*Adult helpers* are expected to:

- assist the teachers who are responsible for pupils' behaviour
- stay with their group at all times, especially during breaks and lunchtimes.
- be responsible, in case of evacuation, for escorting their group to fire assembly point, taking the register and reporting any missing person to museum staff.

*Students* are expected to have a responsible attitude and show regard for the fabric of the museum, its contents and other museum visitors.

### **Departing the museum**

When you are ready to leave, we recommend you phone your driver to check the coach is waiting for you on Castle Meadow. If there's a delay you'll then be able to wait in the museum.

### **After your visit**

We will post you an evaluation form to complete and welcome your comments on how the visit went. We're also happy to receive children's work and photographs.

### **Thank you. We hope you enjoy your visit.**

Norwich Museums Learning Team

[www.museums.norfolk.gov.uk/learning](http://www.museums.norfolk.gov.uk/learning)



## Risk Assessment Information for School Visits

### Norwich Castle, Strangers' Hall and Museum of Norwich at the Bridewell

<p><b>Supervision and behaviour</b></p> <p><i>Teachers</i> are responsible for the behaviour of pupils and young people in their party and have sole responsibility during any periods of down time.</p> <p><i>Children / young people</i> are expected to have a responsible attitude and show regard for the museum, its contents and other visitors.</p>	<p>Group leaders to stay with group at all times and to supervise carefully.</p> <p>Any child who becomes separated from their group should make themselves known to a member of museum staff who will arrange to be reunited with their teacher.</p> <p>Use the museum reception desk as rendezvous point.</p>	<ul style="list-style-type: none"> <li>• Before the trip brief all accompanying teachers and adults outlining what is expected of them on the visit.</li> <li>• Ensure all group leaders (and older students) have site maps and copies of any timetables for the day.</li> <li>• Brief children/young people before the visit outlining how they should behave, to stay with their group leaders and what to do if they become separated from group.</li> </ul>
<p><b>First Aid</b></p> <p>All NMAS Museums have trained members of staff able to provide First Aid treatment during public opening hours.</p>	<p>To contact a First Aider please ask a member of museum staff.</p> <p>Museum First Aiders have to complete an Accident Report giving details of circumstances and any injuries sustained for each incident.</p> <p>Please report any accidents or incidents during your visit to a member of staff so that they can be entered in the Accident Book.</p>	<ul style="list-style-type: none"> <li>• Brief accompanying teachers and adult helpers on First Aid procedures.</li> </ul>



## Risk Assessment Information for School Visits

### Norwich Castle, Strangers' Hall and Museum of Norwich at the Bridewell

#### Fire and Evacuation

An announcement or alarm will sound to alert staff and visitors of an evacuation. Museum staff will direct visitors to nearest fire exit.

Group leaders to accompany their groups via nearest fire exit to designated fire assembly point.

Group leaders to take register and report any missing people to museum staff wearing high-visibility jackets.

All NMAS sites have robust evacuation procedures that conform to Norfolk County Council standards. In an evacuation please do not use any lifts. If you or anyone in your group has mobility difficulties please follow instructions given by your group leader.

- Cover fire evacuation and role of group leader procedure at the pre-trip briefing.
- Tell children before arrival to stay with their group leader if there is an evacuation and to follow instructions carefully.

#### ***If you or anybody in the group has mobility difficulties:***

##### **Norwich Castle only**

1. Make a pre-trip visit to talk to staff and consider how to evacuate
2. Only three wheelchair users (who would need significant assistance in evacuation) are allowed above ground floor.
3. Wheelchair users who would need assistance with evacuation cannot access the balcony in the Keep.
4. If a wheelchair user would like to use education room, contact our bookings co-ordinator on 01603 493636 before the visit to complete a personal evacuation plan to include in your school risk assessment.
5. Brief child(ren) and adults before the visit about what they should do in case of fire and evacuation.

##### **Museum of Norwich at the Bridewell only**

1. Only two wheelchair users (who would need significant assistance in evacuation) are allowed above ground floor.
2. Any person who cannot self transfer or have assisted transfer by teachers into an evac-chair will need to remain on ground floor level.



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