

USEFUL CHECKLIST FOR A SCHOOL VISIT TO A CHURCH

MAKE CONTACT:

- Contact the leader of the church. (Find out his/her title, e.g. vicar, priest, father)
- If you make arrangements by phone then you will need to send a letter of confirmation.
- Telephone immediately prior to your visit.

FIND OUT:

- If there are any parents or staff who attend this church who could help you on the visit.
- Send a letter home to explain the nature and purpose of your visit and that there will be no act of worship.
- Have a meeting / supply information for all helpers.

PRELIMINARY VISIT:

- Familiarise yourself with the building to help you develop work and a programme for the visit.
- Find out about toilets and the number of children who can be accommodated.

TELL YOUR HOSTS:

- The age and ability of the pupils.
- The length of your visit.
- The focus of your visit and how it relates to the work already done.
- The proposed programme for the visit.

ASK YOUR HOSTS ABOUT:

- Parts of the church where it is not appropriate to go.
- Items that should not be touched.
- Taking photographs, using a flash, using tape recorders or video cameras.
- Appropriate areas for pupils to use drawing and writing materials.
- Whether the building will be empty.

PREPARE THE PUPILS:

- By telling them what will be expected of them.
- By familiarising them with what they are likely to see.
- By introducing them to key words they are likely to hear.

ON THE DAY OF YOUR VISIT:

- Check that the arrangements are still convenient and that you are expected.
- Take all the necessary equipment for any activities.
- Brief a pupil to say 'thank you.'

AFTER YOUR VISIT:

- Consider inviting your host to the school.
- Send thank you letters and examples of the work that pupils have produced.
- Extend the visit by looking at photographs, postcards, church magazine etc.
- Extend the visit with activities and reflection upon what the pupils saw, felt and learnt.

