



Information For Children's/School Groups Visiting Queen Elizabeth's Hunting Lodge

Contact

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Web: www.cityoflondon.gov.uk then click as follows: 'Forest, parks and gardens' (green icon), 'Epping Forest' (left side of screen), 'Learning in Epping Forest' (left side of screen).

Why visit?

The City of London's (CoL) in-house education service in Epping Forest is based at Queen Elizabeth's Hunting Lodge (QEHL), Chingford. The service is free.

QEHL is an atmospheric, timber-framed 'hunt standing' (grandstand) built for Henry VIII. It overlooks Chingford Plain with the beautiful, accessible Forest stretching beyond. The three storey building has displays on royal deer hunting, Tudor timber building construction and Tudor food. There are opportunities to touch and smell objects, to dress-up in replica Tudor clothes and to look in detail at an authentic Tudor building with wonderful views. There are also lots of places of educational value within walking distance of QEHL.



QEHL has a fascinating history but it is also used for studying a wide variety of subjects including art and local geography. Groups of all ages and abilities visit for informal tours or curriculum-oriented sessions led by knowledgeable, enthusiastic staff. The standard school sessions at QEHL are aimed at KS1 (1 hour) and KS2 (1 ½ hours) with adaptations made for classes with special educational needs. Tailor-made sessions can involve simple art activities related to the session theme.

By visiting QEHL, pupils benefit from experiential learning in keeping with the Government's 'Learning Outside the Classroom Manifesto'.¹ Learning outside the classroom provides a powerful route to the 'Every Child Matters' outcomes², can support personalised learning programmes and complements the strategy for young people set out in 'Youth Matters'. Good quality learning outside the classroom can lead to a deeper understanding of the concepts that span traditional subject boundaries and which are often hard to teach effectively using classroom methods alone. Visits can improve children's problem-solving and life-skills such as interpersonal communication.

¹ DCSF Publications (2008).

² 5 outcomes: Be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being.

Location

The address is the same as for the Education Officer (see above). You can download maps from the Learning in Epping webpage or go to <http://www.multimap.com/maps/?qs=E4+7QH&countryCode=GB>.

Getting here –See Appendix 1

Cost

School/group visits to QEHL are free but donations are gratefully received.

What is available for schools

Free help is available to teachers on pre- and post-visit learning. We can provide master copies of activity sheets for photocopying at school. The sheets, aimed at KS2, help pupils to consider the outside of the building and are therefore intended to be used before or after a session. Clipboards for use with the activity sheets are available on visit-day if requested in advance. We also offer pre-ordered goody bags.



Tudor Session Outline KS1 and 2

Standard sessions last 1½ hours. Sessions for KS1 and younger children are usually condensed to 1 hour. Led by a costumed guide, the class will tour QEHL including:

- Looking at the outside of the building and discussing what the class knows about the Tudors.
- Thinking about how we know about history, by listening to stories about the stairs.
- Listening and asking questions about timber buildings and the Tudor royal hunt.
- Touching, smelling and discovering Tudor food.
- Tudor dancing and/or role-play with the whole class having an opportunity to wear a Tudor hat.

For more details, please refer to 'How QEHL's Tudor sessions meet the requirements of History at KS2'.

The aim is to reinforce and consolidate classroom teaching. It is assumed that all classes will have some understanding of the following before attending a Tudor session:

- How we know about the past.
- Historic context of Tudor times in relation to other periods in history.
- Basic chronology of Tudor times.
- Key Tudor individuals particularly monarchs.





Gunpowder Plot session outline KS1

This is a 1 hour story-telling session which uses interactive props to outline and bring to life this famous event in British history. Children will

- Listen to a tale of religious hostility and murderous plotting.
- Imagine people and places in the past.
- Think about how and why historical events occurred and how we remember them today.
- Use questions to confirm and widen understanding.
- Look at and handle relevant props.
- Do some simple role-play.

At present, we do not sell goody bags on the Gunpowder Plot theme. However, you are welcome to order Tudor-themed goody bags as described below.



Local Geography and History session KS2

This 1½ hour session was successfully piloted in Spring 2009. It concentrates on the environment surrounding QEHL, contrasting how it was a century ago with how it is today. The session will be offered in 2010-11 if there is sufficient demand. Please contact the Education Officer if your school is interested.

Visiting

Due to the size of the property, 30 children is the maximum number per group. Although small groups are encouraged to visit for recreational purposes when we are open to the public, school sessions take place out of our usual opening hours. This means that your group will have the building to yourselves!



Pre-booking is necessary for all groups making a formal visit. Morning sessions start at 10am. Afternoon sessions start at 1pm. Please discuss this when you book. Booking enquiries can be made by telephone or email using the contact details above. However to make a booking, please complete and return a booking request form for each required session. Forms are available from the Education Officer or can be downloaded on-line. Confirmation will be sent to you once a booking has been made.

To ensure your session is not shortened and to minimise disruption during your visit, please allow enough time before the start of the session for the children to use the toilet. Out of courtesy, please telephone the Education Officer immediately if your arrival is delayed. Unfortunately, we cannot extend sessions to accommodate late arrival unless it has been agreed in advance.

Photography is allowed inside QEHL. If all appropriate permissions have been gained by the school, we would appreciate copies of photographs taken during sessions.

Pre-visit Planning

Teachers are invited to visit during public opening hours before they bring a school group. Our opening hours are as follows:

- Summer (April-September) Wednesday-Sunday 12.00pm – 5.00pm
- Winter (October-March) Friday-Sunday 10.00am – 3.00pm

Please contact the Education Officer directly if you wish to discuss any particular issues.

Our risk assessment can be downloaded from the Learning in Epping Forest webpage. It will help you to assess potential areas and levels of risk. It is the teacher/group leader's responsibility to plan and take all sensible precautions for your journey.

By late 2011, we will be able to offer cloakrooms and indoor refreshment facilities. Until then, please bring a change of footwear if your group will arrive with muddy boots and be prepared to picnic in the rain if necessary. Food cannot be eaten inside QEHL due to the preservation needs of our Grade II* listed building. There may be some disruption while the buildings adjacent to QEHL are developed. We will do our best to inform you in advance but please bear with us during this period. The new visitor centre facilities and improved access will be worth the temporary inconvenience!

Adult to pupil ratio and behaviour

Regular head counts, appropriate dress and the behaviour of children during a school/group visit are the responsibility of the teacher and other adults accompanying the children. We insist on at least one adult to every six children not including our session leader. Accompanying adults must not have an injury, disability or wear anything that hinders their ability to carry out these responsibilities in every part of the building.



Access

The ground floor of QEHL is wheelchair-friendly but there is no wheelchair access to the upper floors. We have a folder showing pictures of the upper floors. However, this does not compensate for taking part in the activities undertaken upstairs so please make prior arrangements with the Education Officer to ensure that children with mobility difficulties are fully catered for. Public toilets, including one disabled toilet, are available during visits. There are plenty of objects in QEHL which can be seen, touched and smelled. QEHL has a hearing loop.

Refreshment facilities

Eating and drinking is not allowed inside QEHL. However, groups are welcome to picnic in QEHL's grounds or in the 6,000 acres of Epping Forest that surround it. Please take all picnic litter back to school.

Cloakroom and Toilets

QEHL does not have cloakroom facilities. As the rooms in QEHL are small, please keep the amount carried to a minimum. Toilets are in a separate building adjacent to QEHL. They will be open during and for at least 15 minutes before and after your session time. As users will need to cross a corner of the car park, we ask that groups send an adult to accompany children to them. Please inform the Education Officer in advance if you will be bringing any children who will need access to the disabled toilet.

Goody Bags and Shop

'Goody Bags' on a QEHL/Tudor theme are available for school groups priced £2 and £4. All offer good savings on the price of the items individually and allow children to take home a souvenir of their visit. Please order them at least a fortnight in advance by telephone or email. Please pay by cash or cheque (made payable to 'City of London Corporation'). Since the shop is closed during school visits, change is not available so please ensure that you have the correct amount. You will be given a receipt.

- £2.00 Goody Bag. (Cost of items separately: £3.50): Epping Forest pencil, QEHL rubber, Tudor Table Manners sheet, QEHL cut-out model sheet, replica Tudor coin, Epping Forest notebook, biro quill pen, QEHL leaflet, children's evaluation form, forthcoming events leaflet (if available), Forest Focus newsletter (if available).
- £4.00 Goody Bag. (Cost of items separately: £5.50): The contents are the same as the £2.00 Goody Bag with the addition of a replica ring displayed with a picture of a Tudor monarch. The rings come in a variety of colours. There will be a random mixture. Groups comprising less than 15 children may use the shop by special arrangement.

Please note that the contents of the goody bags may change during the academic year 2009-10. If this concerns you, please ask the Education Officer shortly before your visit. Any changes will be improvements. The bags will keep the QEHL/Tudor theme.

Groups comprising less than 15 children may use the shop by special arrangement.

Health and Safety

We have excellent standards of health and safety at QEHL. Our staff are trained in basic First Aid and are CRB checked.

- Please tell the Education Officer in advance if any members of your group suffer from relevant medical conditions such as diabetes. It is the responsibility of the teacher(s) to ensure that such children are given any extra care and attention they may need.
- Take care when crossing the car park outside QEHL. The surface of the car park is uneven and there may be moving vehicles.
- The 500-year-old floors and wooden stairs are uneven and can be slippery so care should be taken.
- Lighting levels can be low in QEHL, particularly on Winter afternoons. It may be appropriate to warn your group of the light contrast before entering the building, particular if anyone has a sight impairment. There are spotlights which get hot and so must not be touched.
- QEHL has a stuffed deer which children can stroke, and real (though inedible!) food which they can handle with care. Only a few very delicate items such as the blown eggs must not be touched. Since there are no washing facilities in QEHL, care should be taken not to touch the face after handling these items. It is important that children who have allergies to foods such as nuts do not touch anything in the Tudor kitchen. We recommend that all groups wash their hands after a session.
- There are heaters throughout the building which get hot. They must not be touched nor must anything be put on them.
- If the fire alarm goes off during your visit, please take your group calmly and quietly out of the nearest exit with the last adult closing internal and external doors behind them. The session leader will lead the way. The group should assemble by the picket fence overlooking Chingford Plain while the QEHL staff member on duty telephones the fire brigade. The responsible teacher/group leader should then do a head count to ensure every member of their group has vacated the building. Please do not disperse until directed. The fire emergency meeting place will be pointed out at the start of your session.
- QEHL has a first aid kit.
- We have completed a risk assessment for the site. It is available on request prior to your visit or can be downloaded on-line.

Feedback

Sessions are carefully monitored to ensure high standards of delivery that respond to user need. The quality is reflected in consistently complimentary feedback and a growing demand for sessions. Teachers are asked to complete an evaluation form after each session at QEHL and a child's evaluation form is included in every goody bag. These forms are available in advance if required. Please help us to maintain and improve the quality of our service by returning the completed forms.

Resources permitting, we would like to develop new sessions so do let us know if your school has particular requirements or if you would be interested in our Teachers' Forum.

Further information about QEHL

You are recommended to look at the Epping Forest section of the CoL website: www.cityoflondon.gov.uk

Booklets you may find helpful in preparation or for follow-up work include

- Queen Elizabeth's Hunting Lodge: A Brief History: £2.50
- A Tudor Recipe Book: £3.95

These are available from QEHL during public opening hours or by post. Please make cheques payable to 'City of London'.

Local Area

There are lots of accessible, attractive places within easy walk of QEHL so why not combine your session with an educational stroll? QEHL overlooks Chingford Plain and beyond that, wooded Forest. This is more or less the same landscape as the Tudors would have seen. Thanks to CoL, it is freely accessible to the public. On the other side, across Rangers Road, there is the woodland pasture of Barn Hoppit and a pond. Next door to QEHL is the historically-interesting Butler's Retreat with a pond enlarged by a World War Two bomb. 15 minutes walk beyond that is Connaught Water. It offers a hard-surfaced circular walk and is a good place to see waterfowl.

Epping Forest Visitor Centre at High Beach opposite the Epping Forest Field Studies Centre, is about 5-10 minutes drive away from QEHL. It is open every day Summer (April-September) 10.00am - 5.00pm and Winter (October - March) 10.00am - 3.00pm. Schools are most welcome to look around during those hours but please inform the Visitor Centre in advance if you are bringing a class. The team there can also give advice on other places to visit including walks and refreshment points. Fun, informative ecology-themed goody bags priced £3 each are available from the Visitor Centre if requested in advance. Visitor Centre Tel: 020 8508 0028.



Other learning providers in the Forest

Environmental sessions particularly relevant to the study of Geography and Science, are available from the following:

- Epping Forest Field Studies Centre Tel: 020 8502 8500
- Suntrap Field Centre Tel: 020 8508 0611

Free informal, outdoor learning and practical activities are offered by Epping Forest Centenary Trust
Tel: 020 8508 9061.

New developments

The City of London Corporation in Epping Forest has been awarded £4.76m by the Heritage Lottery Fund (HLF) towards the cost of our £6.8m Branching Out Project. An important part of the Project is to improve visitor access and interpretation around QEHL. Barn Hoppit and Bury Road car parks will be



improved, Butler's Retreat will be refurbished and the Coach House will become a visitor centre. There is also a programme of sessions for Year 5 pupils entitled 'Discovering Epping Forest' involving 25 local schools.

The latest update on the HLF Branching Out Project can be found on the Epping Forest section of the CoL website: www.cityoflondon.gov.uk

We hope you enjoy your visit.

Artist's impression of how the QEHL site will look in 2011.



Appendix 1: Getting to QEHL

On Foot

Year twos and over can easily manage the 10-minute walk from the railway station, the nearest bus stops or from Bury Road car park. Younger visitors can be dropped off outside the building. The footpath to QEHL has been widened and resurfaced. Although there is now a traffic island opposite QEHL, groups are advised to cross at the bottom of the hill when approaching from Chingford.

Train

Chingford has an overground railway station which is a short walk from QEHL. It is at the end of a line run by National Express East Anglia which links to Liverpool Street (Central Line) and Walthamstow (Victoria Line).

www.nationalrail.co.uk Tel: 08457 48 49 50

www.nationalexpress.com.uk

How frequent?

www.tfl.gov.uk Tel: 020 7222 1234

Underground

School Party Travel Scheme: www.tfl.gov.uk/schoolparty Tel: 0845 330 9876

- **Victoria line** to Walthamstow Central then national rail or bus 97 to Chingford Station.
- **Central line** to Loughton then 397 bus to Chingford Rangers Road
- **Or Central line** to South Woodford then 179 bus to Chingford Station.

From Stratford?

- Central line to Liverpool Street Station then National Rail (National Express East Anglia) to Chingford Station. Or Central Line to Leyton then bus 97 to Chingford Station.
- National Rail (National Express East Anglia) to Tottenham Hale then Victoria line to Walthamstow Central then National Rail (National Express East Anglia) to Chingford Station.

Fares Travel discounts for children, teenagers and students. Contact your local station in advance.

- Children under 11 years of age can travel free on the underground, DLR and London overground services when accompanied by an adult (maximum of 4 children per adult). If not accompanied by an adult, a 5-10 Oyster photocard is needed to travel free. Otherwise a child-rate cash single or One Day ticket is needed.
- 11-15 year olds pay child fares on the underground, DLR and London overground services. An 11-15 Oyster photocard is needed for pay as you go and Travelcard season tickets. However, photocards are not needed for child-rate cash single, Day and 3-day tickets.
- Up to four 11-15 year olds can get an Off-Peak Day Travelcard for £1 when travelling with an adult with a valid Travelcard.

Buses

There is a bus terminus next to Chingford railway station. It is short walk from there to QEHL.

Fares: www.tfl.gov.uk Tel: 020 7222 1234

Groups of children? Advance notice is needed to the relevant bus company.

- Children under 11 years of age can travel free on buses at all times.
- 11 to 15 year olds need Oyster photocards for free travel on buses.
- 16-19 year olds in full time education or on a work-based learning scheme and who live in a London Borough need a 16+ Oyster photocard for free travel on buses.

Arriva: www.arrivabus.co.uk Tel: 0844 800 44 110

East London Bus Company: Tel: 020 84777206 Fax: 020 89477 7200

First: www.firstgroup.com.uk

- 97 **East London Bus & Coach Company**: Leyton (Downsell Road), Leyton station, Walthamstow Central, Crooked Billet, Chingford Mount, The Ridgeway, Chingford Green, Chingford Station.
- 179 **First**: Barking, Ilford, Gants Hill, SouthWoodford Station, Woodford Wells, Chingford Green
- 212 **First**: Walthamstow (St James Street Station), Selbourne Road, Walthamstow Central, Forest Road, Highams Park, Chingford Hatch, Chingford Green.
- 313 **Arriva**: Potters Bar Station, Mutton Lane, Potters Bar, Botany Bay, The Ridgeway (Enfield), Chase Farm Hospital, Enfield, Ponders End, Kings Head Hill, Chingford Green.
- 379 **Arriva**: Yardley Lane Estate, Drysdale Avenue, Kings Head Hill, Chingford Green.
- 385 (daytime off peak) **First**: Crooked Billet (Sainsbury's), Chingford Mount, Waltham Way, Chingford Green.
- 397 (daily except evenings) **Arriva**: Debden Station, Borders Lane, Traps Hill, Loughton Station, Woodford Wells, (alight Rangers Road), Chingford Station.
- 444 **Arriva**: Turnpike Lane Station, Westbury Avenue, North Middlesex Hospital, Upper Edmonton, Chingford Mount, Larkshall Road, Chingford Green, Chingford Station.
- 505 **Arriva**: (fares NOT controlled by transport for London) Harlow Bus Station, Staple Tye Petrol Station, Bumbles Green King Harold's Head, Lower Nazing Cross Roads, Waltham Abbey Leverton Way, Sewardstone Royal Oak, Chingford Station

Cyclists

Cycles are allowed on National Rail (if numbers do not cause an inconvenience or safety hazard to other travellers) after 09.30 and between 16.30 - 18.30. Cycles are not allowed on buses. There is a cycle rack next to the toilets near QEHL.

Motor Vehicles

- **QEHL car park next to the Lodge**: The size of the car park and its entrance make this car park only suitable for cars and minibuses.
- **Bury Road Car Park, Bury Road**: This is a large car park where coaches can stay. School parties and groups can enjoy a 5-10 minute walk from the car park to QEHL on Forest grassland.
- **Car Park opposite QEHL**: This is not suitable for coaches. We do not advise groups to cross Rangers Road as cars may be travelling fast.
- Coaches may stop on Rangers Road to drop off pupils when weather conditions deter them from walking from the Bury Road Car Park. Please ensure that coaches do not stay parked outside QEHL as this is hazardous to other road users.