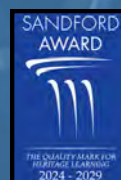


THE SHRINE OF OUR LADY OF WALSINGHAM



# INFORMATION FOR TEACHERS RESIDENTIAL VISITS

EDUCATIONAL AND GUIDED VISITS





# WELCOME

This booklet aims to offer you advice and information to aid your planning and for the visit itself. We would appreciate it if you could take the time to read it carefully.

We are looking forward to welcoming you and your school / college group to the Shrine of Our Lady of Walsingham. This guide is intended to help you and us in the preparation for your group's arrival.

Great care is taken to ensure that pilgrims with special needs are given the rooms most suited to them. If you have any students with such needs please advise us immediately so we can discuss room allocation.

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*The Anglican Shrine of Our Lady of Walsingham is a place of beauty and spirituality, set in attractive gardens with good facilities. The experienced teaching staff cover National Curriculum topics, taught using the Shrine and other historic buildings in Little Walsingham. Study of Christian and other Faiths enable children to consider moral, ethical and spiritual topics as well as History. All Key Stages and older students are accommodated, subjects range from Saxon history to the existence of God. This is an excellent place to visit with packed days of thought provoking and popular study.*

Sanford Award Judge

”



# THINKING OF VISITING?

“  
*Accommodation  
looked to be of  
good quality with  
modern doors &  
access systems.*  
LotC Assessor

There is an excellent range of accommodation here at the Shrine for groups wishing to stay residentially or to enjoy a pilgrimage experience.

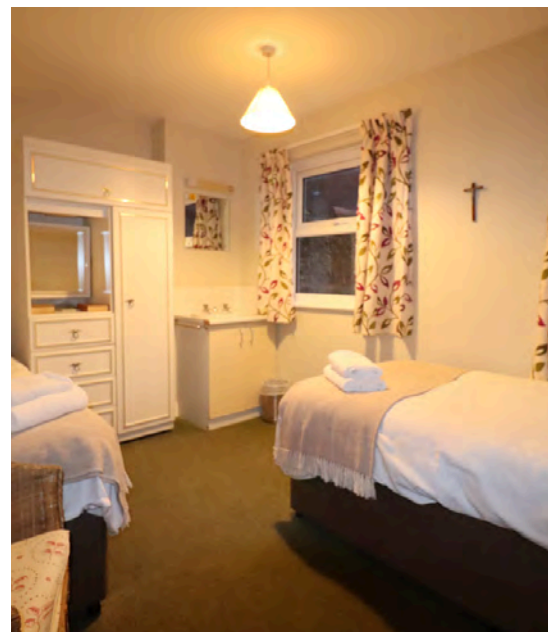
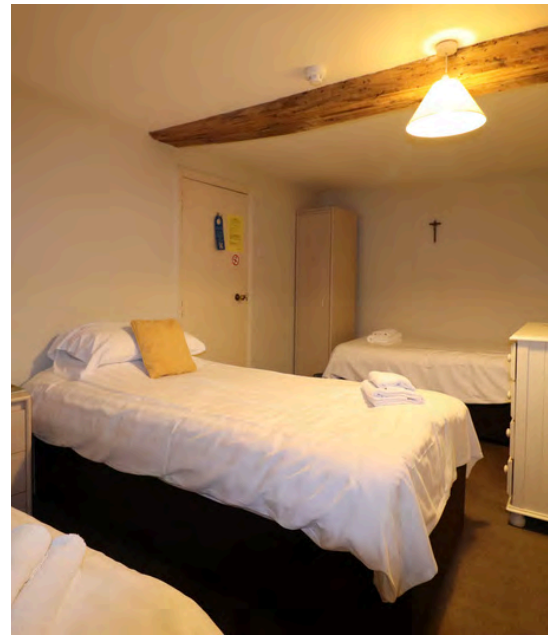
Accommodation is available from 1st February until early December. Staying at the Anglican Shrine offers a unique experience as each accommodation building nestles within the shadow of the Shrine Church.

The main pilgrimage season runs from Easter to the end of October, but we can still accommodate groups at other times. The Shrine will be quieter and we can provide an individual pilgrimage programme for you. The Shrine's accommodation is closed each year in December and January.

All our accommodation is warm and comfortable, with a selection of single, twin, double, and triple rooms. We welcome pre-visits, if you would like to be shown around our facilities.

Meals are taken in the Shrine's Refectory and we provide breakfast, lunch and supper.

Our accommodation buildings have common areas and tea and coffee making facilities for adults. The Orangery or Pilgrim Hall can also be booked (free for residential groups) for times when you need a larger space. The Orangery has a projector which you are welcome to use with your own laptop or a DVD player. The Schools Department also has a DVD player available for use.



Quality Badge awarded by



“  
*The flourish of candle lighting and awe inspiring 'Sprinkling' at the end of the day explained to the children the 'specialness' that made people travel on pilgrimage.*  
Sandford Award Judge

“  
*An interesting range of programmes that is tuned to different faith or secular needs of the groups, using the resources of the site & venue.*  
LotC Assessor

We have been awarded the **Learning Outside the Classroom** badge which is the only national award assessing both the quality of risk management and educational provision across all types of learning outside the classroom providers. It is recognised by the Department of Education and Welsh Government, and therefore by schools as an indication of quality.

The Department for Education's guidance on Health & Safety on Educational Visits recommends that schools look for the LOtC Quality Badge when choosing external providers of educational visits.

The Outdoor Education Advisers' Panel endorse the LOtC Quality Badge and most Local Authority Outdoor Education Advisers accept it in place of some or all of their checks, so reduces schools' and your own paperwork.

We have also achieved the **Sandford Award** which provides independent quality assurance for heritage sites and services and for high quality in heritage learning. At Sandford Award sites, you can be assured of exciting, immersive and accessible experiences for your class, and expert advice and learning resources to help you plan your educational visit. As a result, you can use the Sandford Award to support your application within school to help convince colleagues and senior leaders that the site you have chosen for a visit has an educational provision which has been assessed to be effective.

We have received training and signed up to the RE hubs agreed principles for working with schools and have been accredited with the **RE Hubs Kitemark**. You can read the agreed principles and find out more by visiting: [www.re-hubs.uk](http://www.re-hubs.uk)



# PROGRAMMES

“  
*All are qualified teachers  
with a range of specialist  
background knowledge  
and experiences, a very  
competent team for the  
programmes they deliver.*  
LotC Assessor

We have a range of programmes for you to choose from. More information about our programmes can be found in our Educational Visits Brochure. A residential visit means that we can combine different programmes and can choose additional activities.

We will work together to provide you with an itinerary to suit your requirements. You are welcome to join in with all, or part of our public pilgrimage programme. This includes: Sprinkling at the Well; our Pilgrimage Mass; Procession of Our Lady around the Shrine gardens; Benediction, and Laying on of Hands and Anointing.

Further information on these can be found on our website.

There are a range of places to visit in Norfolk, if you would like to get out and about. You might fancy planning in some time at the beach or some outdoor and adventurous activities.

Visit [www.visitnorthnorfolk.com](http://www.visitnorthnorfolk.com) to discover the wide range of activities and places to visit.





# PILGRIMAGE

If you would like to participate in our range of public services, you may wish to purchase our Pilgrim Manual which is available from our Shrine Shop website or from Reception and costs £5.

This contains all you need to share in the worship of the Shrine Church during your pilgrimage and has other resources for your visit such as:

- A first visit to the Holy House
- Stations of the Cross
- Last Visit to the Holy House

Age appropriate versions of these are available from the Schools Department.

Liturgical arrangements do need to be booked in advance with the Schools Department.

A residential visit is also perfect for our 'Transition' programme, which explores pilgrimage as life's journey and the changes that happen in our lives.

Residential visits can provide further opportunities for personal reflection and spirituality.

*The “No assumptions about beliefs” was assessed to be in place during the assessment visit, policy in staff handbook seen, and an appropriate range of adjustments to assist access were in place around the site, accessible accommodation, automatic doors, ramps etc, which had been carefully implemented within the confines of the historic site.*

LotC Assessor



# BOOKING

To discuss your requirements and potential dates, please contact the Schools Department:

email [schools@olw-shrine.org.uk](mailto:schools@olw-shrine.org.uk)

phone 01328 824205

When we have confirmed availability, we will send you an initial booking form for you to complete. At this stage we also require a deposit of £40 per person in order to secure your booking. Once this is received we will then send you a confirmation letter along with our 'Pilgrim Bed List' for you to fill in and return.

We regret that payments not received, may mean your accommodation is given to another group. Unfortunately, we are unable to return any deposit if your visit is subsequently cancelled.

Details for payment can be found on the booking form.

The remaining balance will then be invoiced to you.

The Pilgrim Bed List is an important document which we work from. It shows you which building you have been allocated and you will need to allocate rooms to members of your group. **This will need to be returned to us 30 days before your visit or earlier if possible** or we will be unable to guarantee room or dietary requirements are met.

As organisers we ask for the following information from you on the bed list:

- 1** Check that the dates and first and last meals are correct.
- 2** You will need to fill in the details for each member of your group and which room you have allocated them. Rooms are available in twin and triple beds for students and there are single rooms available for adults.
- 3** Each person in your group with a special diet requirement or food allergy must complete a special diet form. Full details can be found on your bed list form.

We aim to keep your group together if we can, but this is not always possible as it depends on the number of pilgrims staying at the Shrine at the time of your visit. However, we do ensure that groups of children and young people are not housed in the same building as other pilgrims. You may find that instead of being in one larger building your group size has meant you are allocated in two smaller buildings close to each other; i.e St Edwards and Mileham. We will however make sure you are aware beforehand during your initial booking if this is the case.



## STAYING WITH US MEALS

Breakfast, lunch and supper are provided in our Pilgrim Refectory. **Please advise us of any dietary requirements in advance on the bed list.** Upon arrival, your group will be issued with a ticket which they must show at the Refectory when taking meals.

## PACKED LUNCHES

We can also provide packed lunches. If you decide to go out for the day or require a packed lunch for your return journey, please indicate this on the booking form.

## BEDDING AND TOWELS

We provide all bedding and towels. A torch maybe useful in case of emergencies at night. We also provide soap.

## ACCESS AND SECURITY

All our accommodation buildings have either a manual keypad or an electronic access system with a fob. Only staff are issued with the code or key fob for security reasons.

The Hospitality Team are available from 9.00am to 7.00pm at reception in the Milner Wing and the night porters are available outside these hours and through the night. Please use the internal phones and dial 220 or call 01328 820239 in the event of an emergency at any time of the day.



Please note that the Brandie Gate and other entrances to the Shrine grounds are closed at midnight, therefore it is important for pilgrims to have returned to the site before then, unless you are staying in Richeldis, St Edwards or Mileham house.

Please also encourage your group to be mindful of others when moving around the accommodation buildings especially in the late evenings.

All of our buildings are designated 'no smoking' which includes electronic cigarettes and vaping. Adults can smoke in the The Shrine grounds but please be mindful and considerate of others around you.

It is important to remember that Walsingham is 25 miles away from the nearest hospital. In a medical emergency it can take an ambulance 25 minutes to arrive. Similarly the nearest doctors surgery is 4 miles away in Fakenham and there is no surgery open at the weekends.



# ARRIVAL

Unfortunately, coaches are NOT allowed down the village high street as it is far too narrow. **Coach companies doing this risk a fine** as it is a restricted route via East Barsham and Houghton St Giles. Please make sure the coach company is aware of this and drivers turn off onto the B1105. You will then come in around the back of the village from the Wells Road (B1105), by turning right where it is signposted for Walsingham Farm Shop.

Follow the road into the village, turn right at the war memorial onto Knights street and then drive to the junction. Coaches should then make a right turn at the junction and pull up outside the Shrine so that children do not have to cross the road.

On leaving the coach, go to the Green Room, which is on the ground floor in Stella Maris House via the Shrine Grounds. It is advisable to leave luggage outside the Green Room unless it is raining (see plan of the site on next page)

On arrival the lead teacher must report to reception in the Milner Wing, either in person or via the internal telephone in the Green Room. A member of the Hospitality Team or the Education Department will then welcome your group and provide an informal induction. There may be other groups arriving at the same time, so if there is another group already in the Green Room, just ask your group to wait outside and we will endeavour to get to you as quickly as we can.





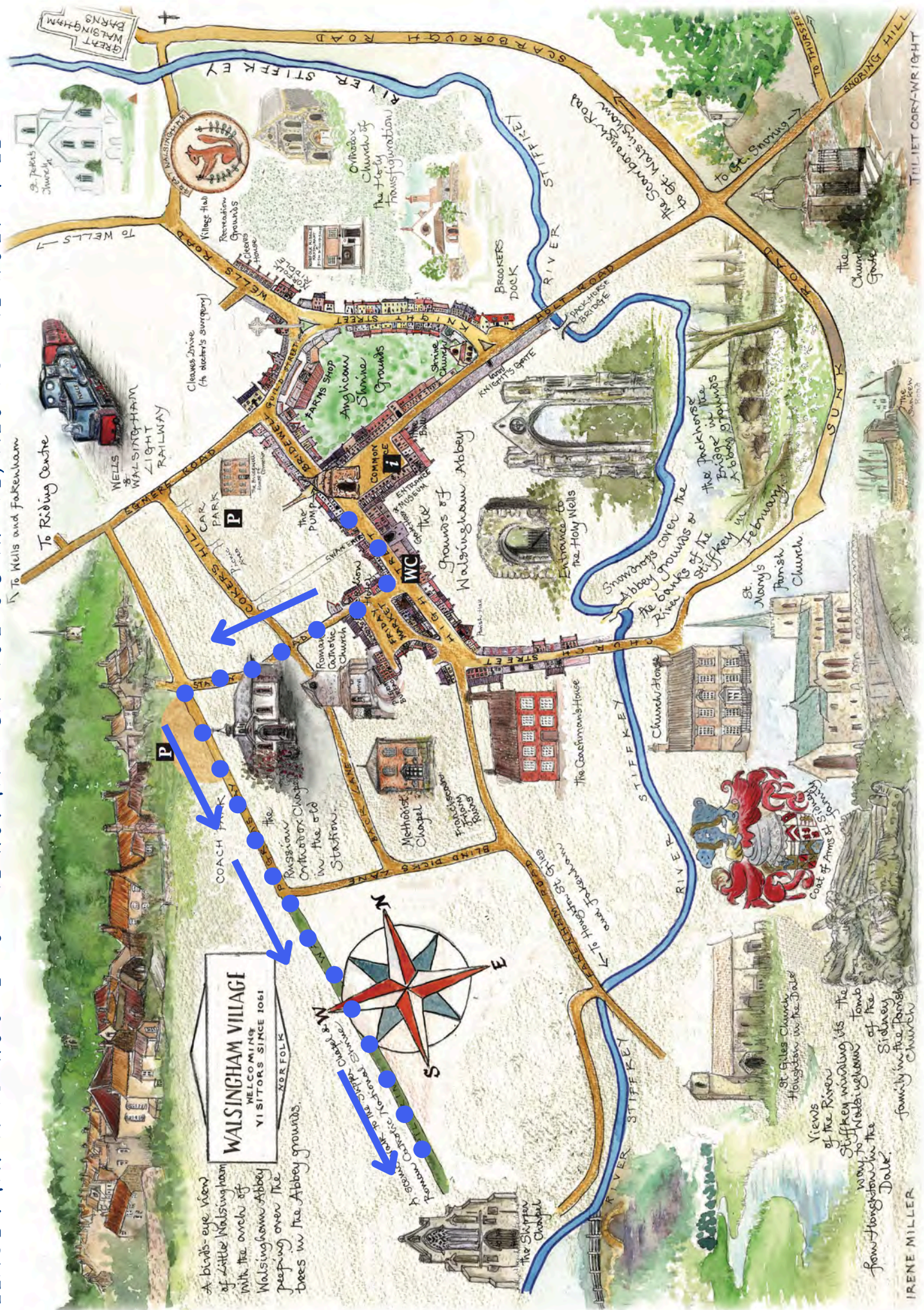


Coach drop off  
(make a U-turn at  
the junction to  
avoid having to  
cross the road)

Plan of the Grounds of the Shrine of Our Lady of Walsingham



## VILLAGE MAP AND ROUTE TO THE ROMAN CATHOLIC SHRINE, ALONG THE HOLY MILE





# TERMS AND CONDITIONS FOR RESIDENTIAL VISITS

## 1. Terms of Payment

1.1 A provisional booking received by telephone, email or in person is valid for up to a year in advance.

1.2 Deposits are non-refundable, except where the cancellation is by the Shrine.

1.3 The booking will be valid for up to one year in advance as long as a non returnable deposit of £40 per person is received with the initial booking (if by post) or within fourteen days of the acknowledgement of the booking. In certain circumstances and at the department's discretion a further period of two weeks may be allowed in order to give time for the Organiser to collect deposits from potential students. Organisers who fail to confirm the booking with the sending of deposits within the agreed time cannot be guaranteed their places, and the department reserves the right to offer the places to others waiting to come on pilgrimage.

1.4 One month before the date of the school visit (or as soon as possible after a booking is made if under one month) a Bed List must be completed and returned for allocating of rooms, along with your special diet forms..

1.5 The Shrine can give no guarantee that rooms of choice (i.e. single / twin) will always be available, especially in busy times during the pilgrimage season. There is currently no single room supplement.

1.6 An invoice detailing the amount of the payment shall be issued on the day of departure and must be paid within 4 weeks.

1.7 Full/Half board bookings shall be charged the full amount irrespective of schools opting out of pre-booked meals unless the Hospitality Department is notified ten days in advance.

1.8 The Shrine reserves the right to alter tariffs.

## 2 Variations in Booking

2.1 Deposits for additional extra bookings (if available) shall be required up to ten days prior to arrival. Thereafter, settlement for the full amount will be made according to 1.5.

2.2 Pilgrims may pre-arrange packed lunches as a substitute for meals providing the Hospitality Department are notified ten days prior to the request. In the event of an Organiser opting to order a packed lunch at short notice, they shall be charged the full meal price.

2.3 Whilst every reasonable effort will be made to ensure that the Hospitality package is in accordance with the details as set out on the Booking Confirmation, the Hospitality Department reserves the right to make any changes which does not in their opinion affect the quality of the hospitality package. In this instance the Hospitality Department shall use reasonable endeavours to offer Organiser the option of an alternative.

2.4 The Shrine without prejudice reserves the right not to accept any booking or cancel a booking without reason. In the event of a cancellation by the Shrine we will primarily try to offer an alternative date for your visit but if this is not possible – any deposits paid and any payments received in advance will be fully refunded without any additional payments for costs, interest or damages. The confirmation of booking shall be deemed cancelled and there shall be no further claim against the Shrine.

2.5 Other costs incurred by visiting schools, e.g. for coach hire, are not covered by the Shrine, regardless of who has cancelled the booking. It is advised that visiting groups have insurance in place to cover any losses incurred in this manner.

### **3. Room Allocation**

3.1 The Organiser shall be responsible for the completion of a Bed List. This document shall indicate to the Hospitality Department the final number of bookings and the type of room required. The Hospitality Department may at times be required to use their discretion when allocating rooms and cannot guarantee specific rooms will be available.

3.2 Groups may only use the rooms which have been allocated to them.

### **4. Risk and Property**

4.1 The Shrine cannot be held liable for the loss or damage to any person's property whilst on the premises.

4.2 Keys to rooms are available to teachers on request from Reception. All keys shall be returned to Reception on the day of departure. There will be a charge of £15.00 in the event of a key not being returned or lost.

4.3 Rooms are normally available from 15:00 hours on the day of arrival. All rooms need to be vacated by 10:00 hours on the day of departure unless specific arrangements have been made with the Hospitality Department.

4.4 Schools / Colleges shall be liable to pay for any damage caused to the Shrine's property and/or equipment caused by members of the group whether directly or indirectly. All costs shall be settled within thirty days of notification.



## **5. General**

5.2 Dogs are not permitted within the Shrine grounds or within the buildings, with the exception of registered Guide Dogs or Assistance Dogs.

5.3 Signage, promotional material or other such items shall not be displayed anywhere within the Shrine grounds or buildings without the consent of the Shrine.

5.4 The burning of candles is not permitted in any building other than the Shrine Church.

5.5 All residents shall acknowledge that some people come for a quiet retreat and noise shall be kept to a minimum during 23:00 hours and 07:00 hours. Teachers & helpers shall be responsible for ensuring the good and orderly behaviour of their pupils/students whilst staying at the Shrine.

5.6 In view that the Shrine is a place of pilgrimage, the Shrine grounds and accommodation buildings are unlocked at 06:00 hours each morning. All gates will be locked at 23:00 hours save for the Brandie Gate which will be locked at midnight. Pilgrims are expected to acknowledge this restriction and ensure they are back within their buildings before the buildings are locked up at night.

5.7 Refectory meals shall be served at the normal times of breakfast 08:00 hours, lunch 12:30 hours and supper at 18:30 hours. On occasions when these times may vary you will be notified during the welcome induction talk.

5.8 The Hospitality Department has a complaints policy and procedure. Any complaints concerning the hospitality package and service provided by the Hospitality Department must be notified to the Head of Finance in writing, as soon as it is reasonably practicable.

5.9 Teachers are responsible for pupils / students at all times during their visit to the Shrine, including Health & Safety and First Aid. This implies that they should be capable of looking after them in an emergency at any time (i.e. sober) and the pupils / students know to behave appropriately in a place of pilgrimage.

## **6. Force Majeure**

6.1 The Shrine shall not be liable or be deemed to be in breach of the hospitality package if the booking is cancelled due to any act beyond the Shrine's reasonable control, including but not limited to: any Act of God, explosion, flood, power failure, fire or accident, war or threat of war, terrorist activity or threat of terrorism, sabotage, insurrection, civil disturbance or requisition, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental or local authority.