

**Westminster Abbey  
Summer Activities Brief 2018**

**Background:**

Westminster Abbey Education department has run a summer programme of activities for over ten years. In 2018 we are delivering 4 weeks of summer activities in College Garden inspired by our new gallery space and its four themes. We are looking for external contractors to deliver some of these sessions.

The Galleries' themes are:

**Royalty**

Westminster Abbey is a Royal Peculiar under the direct oversight of HM The Queen. It is a site for Royal Weddings and has been the Coronation Church since 1066. We will explore our royal links in our **Marvellous Monarchs** week.

**The Buildings**

There has been a church on our site since 960, the major building elements date from 1269 but there are Norman structures which remain as well as several newer additions, such as the iconic west towers which date from 1745. The architecture of Westminster Abbey tells its own story, one with a new chapter as we are building a new tower to access the new galleries. **Tower Power** week will encourage families to explore our buildings.

**Worship and Daily Life**

A site of Christian Worship for over 1000 years, we still have at least four daily services. We will be looking at this historical tradition by asking families to consider the **Medieval Monks** who were the first residents of the Abbey from 1066 until the Reformation under Henry VIII.

**The Nation's Memory**

From the tombs of Kings and Queens to the Grave of the Unknown Warrior the Abbey has long been a place of memorial and remembrance. By highlighting some of the **Famous Faces** buried and remembered here we will look at how the Abbey remembers our national story.

**The Brief:**

We want to programme high quality, family led activity sessions that are supported and facilitated by experienced and confident workshop leaders who encourage and nurture family interactions.

The main purpose of the activity is that the family have fun together in a session inspired by the Abbey in some way.

We are looking for creative individuals and organisations to devise and deliver a 90min session that allows for self-led explorations and learning with opportunities for facilitated learning for the whole family from the session leader. The session will run twice on the day on the dates as outlined:

<b>The key sessions dates are:</b>	24 July	Marvellous Monarchs
	31 July	Tower Power
	7 August	Medieval Monks
	14 August	Famous Faces

Examples structures might include:

**Arty Abbey Challenge:** a drop in with art materials provided. Adults encouraged to create work alongside their children. Facilitator roams and supports adults and children equally, asking them to comment on and guide each other's work. Facilitator announces and delivers three 10 minute masterclasses at thirty minute intervals.

**Gravediggers Academy:** Families meet costumed Gravedigger who sets them off on a treasure hunt. Families need to return to the gravedigger for clues and codebreakers by revealing what they have discovered so far.

## Objectives:

The successful facilitator, in discussion with the Abbey Education Team, should deliver:

- a description of the agreed activities by 12 June 2018.
- a choice of activities for families
- activities that, with minimal support, should be self-supporting for families.
- materials and resources.
- a wet weather solution.

Families should:

- have fun together.
- engage more with each other than the facilitator.
- try something new or see the Abbey and its history from a new perspective.
- feel welcome and supported.
- learn something about the Abbey or a period of time.

## Considerations:

### Audiences

1. Westminster Abbey has a core audience for summer activities from our own mailing list and advertises across Westminster and to culturally engaged families. The target age range for these sessions is 5 – 11 years but families will come with children from aged 3 and upwards and some older siblings may also attend.
2. We also welcome thousands of international tourists each day in the Abbey and families from this group will occasionally look to join in the activities and should be warmly welcomed, therefore, sessions should be suitable and welcoming for international families with minimal English.

### Spaces

3. All activities take place in the garden, are subject to the impact of weather, and should be able to endure light rain.
4. A small marquee is available in the event of heavy or sustained rain.
5. Although we will take bookings of up to 25 children per session they should allow for drop ins
6. Be aware that though many families will have been into the Abbey they are unlikely to have been in that day.

### Materials

7. The Abbey Education team can print and laminate any signage, handouts etc that are required.
8. The Abbey Education team will provide all consumable resources necessary for the activities.
9. We will also provide additional activities for younger children.

Staff support on the day:

10. We can provide at least one other person to be on hand to deal with Abbey enquiries and support the session, with clear instructions provided in advance.
11. The Abbey Education team can provide basic set up and pack down, if clear instructions are provided in advance.

**To apply:**

**Facilitator Requirements**

Essentials for appointed artist:

- Previous experience of facilitating learning with children and young people.
- Willingness to liaise directly with the Abbey's Education team.
- Ability to work in the UK.

Desirable experience for appointed artist:

- Previous experience working with families.
- Proven ability to work to tight deadlines.
- Ability to differentiate activities to cater for audience needs (e.g. SEND, EAL).

**Artist fees and contract:**

- £250 in total for development and delivery on the day.
- This fee is inclusive of travel and expenses.
- A contract letter of agreement will be drawn up upon appointment for the artist to sign.

**Timeline:**

Deadline for submission:	24 May 2018
Phone call discussion:	last week in May 2018
Successful facilitators appointed:	w/c 4 June 2018
Session plan sent through:	12 June 2018

**How to apply:**

Please send a brief (max. 2 pages, ideally as a PDF) summary of how you would approach these sessions including: preferred themes, initial ideas for potential activities, structure and key Abbey links.

Please also include:

- A Biography or CV
- Two or three examples of previous similar work.
- A breakdown of expected material costs per child.

**Contact:**

Aaron Paterson  
Community Education Officer  
[aaron.paterson@westminster-abbey.org](mailto:aaron.paterson@westminster-abbey.org)

Education Department  
Westminster Abbey  
Chapter Office  
20 Deans Yard  
LONDON  
SW1P 3PA