

Booking Information

Wherever you are in the world, we can deliver a digital history lesson straight to your classroom with our live Virtual Outreach sessions.

Our new and improved sessions have been designed to offer a range of opportunities for your students to come face to face with a person from the past or get a glimpse of interesting artefacts from our extensive archaeological collections. Inspired by the themes of our award-winning workshops, these immersive, interactive and curriculum-linked sessions are led by our team of expert presenters. Designed with Key Stage 2 in mind but suitable for all key stages, our Learning Team are happy to discuss your specific learning aims.

All you need to take part is a webcam, microphone and access to a video conferencing platform - we currently support the use of Skype, Zoom and Google Meet, but we are happy to discuss other platform requirements. We can even include children studying from home, meaning everyone in your class can stay connected as we explore the past together.

We recommend our virtual outreach sessions for class sizes of up to 40 children, so that all pupils have the opportunity to interact with the virtual guests but you can discuss your exact requirements when placing your booking.

Home Education groups: We are happy to take bookings from home education organisations looking to book several families onto the same virtual outreach session. If you are a home educator and you are interested in taking part in a virtual outreach, please contact our Reservations Team to discuss your requirements.

To place a booking or to discuss your options further, please contact our Reservations Team at schools@yorkat.co.uk or by phone on 01904615505.

To avoid disappointment please aim to give 6 weeks' notice when booking. See our step by Step guide to make sure you have everything you need.



Session Outlines

Each session of Virtual Outreach lasts for around 45 minutes. Approximately 30 minutes of this time will be your historic character talking about their life, showing a variety of objects and getting the class involved with some activities along the way. The final 10-15 minutes is usually a question and answer session so the children can have their questions directly answered.*

The structure and content can be adapted to suit your class and what you are studying – this will be discussed in your Test Call. The tables below outline our topical sessions:

Meet a Viking	
Your students can spend 45 minutes discovering what life was like in the Viking Age from the perspective of a variety of Jorvik's 10th century inhabitants. They will tell stories, show you prized possessions and maybe even guide you through doing some Viking activities yourselves! So, do you want to meet with the settlers and cunningfolk living in the Viking city, marvel at goods from distant lands, or hear tales of warriors, gods and giants? The choice is yours- check out our 'Meet a Viking' options below!	
Warriors and Raiding	It's time to prepare for battle! Discover some of the causes of raiding and warfare in Viking times, see some of the weapons that were used and hear tales of how clever strategies brought victory on the battlefield.
Settlers and Trade	Not everyone in the Viking period was a raider: meet a friendly settler from the 10th-century city of Jorvik and discover more about how they made their living, kept a home and the items they traded with distant lands.
Skalds and Storytelling	Experience the magic of Viking sagas and poetry with a Viking storyteller. Discover the stories of gods, giants and heroes in Viking society and hear some of the Old Norse language spoken on these shores over a thousand years ago.
Cures and Medicine	Who would treat an injured warrior or sickly settler? Learn how plants, animals, insects and even magic were used to cure ailments of the past and decide which cures you think would work best.
Bespoke Q&A Session	Do you have a burning question for our Viking inhabitants? Help your pupils enhance their history studies or develop ideas for literacy work by hotseating one of our Vikings in this bespoke 45-minute session. Pose questions about lifestyle, food, clothing and homes, or enquire about their travels and adventures- it's a Viking encounter like no other!

**If the 'Meet a Viking: Bespoke Q&A' option is booked, you can spend the full 45-minute session posing questions for our Viking. We request that an advanced copy of your group's questions be sent to us at least one week in advance so that we can prepare answers and gather relevant resources.*

DIG! Virtual

Hear from one of our friendly archaeologists and enjoy a 45-minute session exploring the fascinating archaeology of a period of your choice. Find out how our field archaeologists plan for a dig, see some exclusive finds from York's excavations and help to uncover the mysteries of some of the most significant sites in the UK. These virtual outreaches are a great option for exploring STEM topics too.

DIG! The Vikings	Why did the Vikings come to Britain, and who were they really? Analyse the evidence they left behind to challenge and support your ideas about the Norse raiders and settlers of the 10th century.
DIG! The Romans	Can you tell your fortress from your colonia? Piece together evidence from the fort, houses and workshops of the empire's northernmost military city for an exciting glimpse into life in Roman York.

Medieval Matters

In these social history sessions, you can discover life in a medieval city as recounted by our diligent citizens. From the pageantry and politics of a royal visit, to the hustle and bustle of a prosperous townhouse, there's bound to be something to get your students in a medieval mindset.

Meet the Barley Hall Servant	Brush up on your manners and meet a friendly inhabitant from York's medieval townhouse, Barley Hall. Discover what life was like for both the family and the servants living in a busy merchant's household and if your class would have enjoyed working as a steward or maid!
Meet the Townsfolk - York in the time of Richard III	Experience the story of the struggle for the crown between the Houses of York and Lancaster first-hand from one of the city's residents. Hear more about life in the city under King Richard III, his rise to the throne and the battles of the Wars of the Roses that paved the way.
Meet the Townsfolk - York in the time of Henry VIII	York has recently been visited by King Henry VIII and you can hear all about it from one of his more opinionated subjects. Learn about Henry's new laws and how his implementation of the English Reformation has transformed the city and led to unrest. Whose side will you be on?
Meet the Medieval Medic (KS2/3)	Meet one of York's barber-surgeons to learn more about attitudes to wellbeing, illness and medicine in the medieval city. See his tools and hear more about the range of treatments and practitioners available to local people. As well as introducing your pupils to the four bodily humours, our barber-surgeon will highlight some medical dilemmas and invite their suggestions as to how these might be treated!
Meet the Medieval Medic (GCSE)	This session has been devised to support your medicine-through-time thematic study for History GCSE. Our medieval barber-surgeon will discuss contemporary attitudes to wellbeing, illness and medicine, as well as the range of treatments and practitioners available to people in the medieval city. The role of hospitals, the Church and the ancient writings of Hippocrates and Galen will all come under the spotlight.

Technology

Before booking it is worth checking with your IT Department to make sure the security settings on your network will allow your computer to make a connection, and to make a test call for yourself to check your technology is functioning. Before our Test Session we will do a sound check to make sure our settings are correct.

Please advise at the time of enquiry as to which platform(s) you intend to use. We currently support the following:



In order to make the connection we will need to have your **screen name/ID, and an email address and phone number** by which we can contact you in case of any problems. A mobile number is often easier if you do not have a landline directly to the room where the Test Call/Virtual Outreach will be taking place.

Unless otherwise arranged, we will provide a direct link and joining information for your Test Call/Virtual Outreach via email. You do not need to have an account or app installed to access the meeting, but if you have not used this platform before you will be prompted to update your security permissions.

Please note that all Virtual Outreach invitations and links will be sent from our Learning Team's dedicated jorvikvirtualoutreach@yorkat.co.uk email account. Please check your spam folder for missed communications, and if you have not received your connection information a week before your session is due or you need to reschedule your Test Call/Virtual Outreach connections, please contact us.

The Test Session

The primary purpose of the test session is to make sure the technology works. Ideally the test session should be undertaken at least a week before your Virtual Outreach is due, so that should the first attempt be unsuccessful, we have time to fix any issues and schedule a second attempt.

We recommend allowing around 15 minutes for your call, as we will also confirm details such as the age and number of children, the topic, the time of the session and the suitability of any activities we may have planned. We will also talk through any requests that you have. If the test session will not be carried out by the lead class teacher but by a technician, we may email you to discuss the themes and activities for the session further.

You may want to make sure the planned screens, projectors, whiteboards and sound systems are set up for the test session as you intend to use them to make sure all connections are working as intended. We recommend using a direct computer connection where possible, as screen mirroring to other devices may cause lagging.

If audio and video cannot be transmitted from you to us, then with your permission, we will continue to deliver the session with the understanding that you can still see and hear us. If technical issues cause a delay to your Virtual Outreach session, then we may not be able to exceed the 45 minute booking slot and we will give you the option to reschedule. In the event that your Virtual Outreach session is unable to go ahead at all due to technical difficulties, we will also reschedule or a pre-recorded session can be arranged.

Please arrange to email questions from the children to us ahead of your Virtual Outreach Session so your host can be fully prepared in advance.

The Virtual Outreach Session

We will come online just before your scheduled start time; if using Zoom or Google Meet, we will join the scheduled meeting and admit you as a participant; if using Skype, we will call you to establish the connection.

If for any reason a connection has not been made 5 minutes after your scheduled start time, please call the Reservations Team on **01904 615505**.

In the event of technical difficulties, we will attempt to reset the call and we may also discuss the use of alternative platforms, if this is viable.

Your session will then run for the allotted 45 minutes before the host says goodbye to your class(es) and ends the meeting call for all participants.

Safeguarding for Virtual Outreach at Home

As remote learning (i.e. with child participants taking part in live digital events outside the classroom) poses additional safeguarding considerations, we would ask you to take notice of the following important points should you choose to have your students join a virtual outreach from home.

- The teacher or home educator assumes all safeguarding responsibility for anyone joining the session from outside of a formal classroom environment. At least one teacher or home educator must be online and audible for the full duration of the call, to be a point of contact for our staff and to help moderate the students' contributions to the session.
- For live sessions with students joining from home, we recommend Zoom as the best platform from a safeguarding point of view. Where Zoom is being used, the teacher or home educator will be made co-host and will act as moderator. We strongly recommend that external participants be muted and have their cameras off for the duration of the session, and that their input be made via the chat function, or have their contributions through video chat directly moderated by the teacher or home educator.
- Where Google Meet or Skype is being used the teacher-moderator will have less direct control over audio and video content from external participants; for these platforms, we strongly recommend that the teacher instruct external participants to mute themselves and turn off their cameras for the duration of the session, unless asked to do otherwise by the teacher or home educator directly.
- We will turn off any video feed from external participants to our own screens where the functionality of the chosen platform (Zoom, Skype etc.) allows this. We require that any interactions between our staff and any participants take place in an appropriate and safe location, and reserve the right to end the virtual outreach session without warning should we judge that this guidance is not being followed.

Please read our virtual outreach risk assessment for more information on the measures that we have put in place to safeguard all participants.

Pre-recorded Virtual Outreach

Upon request, or with your agreement after failure to connect successfully via videoconferencing, we may be able to offer your class a pre-recorded version of your chosen virtual outreach session(s). These sessions can include tailored content for the group, such as a special greeting or prepared Q&A answering their questions, which should be provided prior to filming.

Your recorded session will be hosted on YouTube via an unlisted link that will be provided to you on an agreed date. The link can then be shared with your class(es) and the video will be available to access for the duration of 6 weeks. The video will still last around 45 minutes, the same as our live sessions, and as such pricing remains the same.

Please contact our Reservations team at schools@yorkat.co.uk or call 01904 615505 if you are interested in discussing this option further.

Our Intellectual Property Rights

The content of our virtual outreach sessions and all associated materials are protected by intellectual property right laws. All copyright, design rights and any other intellectual property rights (whether registered or unregistered) for the content contained within these sessions is either owned by York Archaeological Trust, licensed to us or we are entitled to use it. All rights are reserved.

You may not record, reproduce and or publish any of our session online documentation, media or audio, whether live or recorded, without our express written consent. You may not extract and/or re-utilise parts of the content without our express written consent.

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**ARTS COUNCIL
ENGLAND**

SKIPTON BUILDING SOCIETY 
CHARITABLE FOUNDATION 



**The Whitwam Family
Charitable Foundation**
Providing grants to charitable causes in York

1 PLAN YOUR SESSION

Choose from which of the Viking, Medieval or Archaeology session themes you would like to book, and read through the description in the Teachers' Notes to find out more about what content you can expect to be covered. Create an account and download the video conferencing software you wish to use.

Please note: to avoid disappointment please aim to book your visit at least 6 weeks in advance

Your contact details:

School name and address

Name of Lead Teacher

Contact number

Contact email

Please provide a mobile or room extension number where possible so we can reach you if there are problems during your test session

Preferred Platform ID/Email Address:

Please check that Skype/Meet/Zoom can be used on your school network

Your Session(s):

Which Session Option(s) would you like for your Virtual Outreach(es)?

Skype Meet Zoom

Preferred date(s) and time(s):

Alternative date(s) and time(s):

Preferred Test call date(s) and time(s):

Alternative Test call date(s) and time(s):

List the Virtual Outreach session themes you are interested in booking here:

2 CONTACT US

Contact our Reservations Team on 01904 6155505 or email schools@yorkat.co.uk for a quote, providing the information above. If you wish, you can download this pdf and open it on your computer, fill out the fields in the box above and then save the pdf (press CTRL+S or CMD+S to Save, editing the name of the document to include your school name as an extension) to send to us at the above address as an email attachment.

3 CONFIRM YOUR BOOKING

Our Reservations Team will offer you a schedule based on your requirements. **Please note that this does not represent a booking at this stage.**

If you would like to book this schedule, please let us know within **3 working days**. After those 3 days, the proposed schedule will no longer be valid and you will need to make a new enquiry.

4 CHECK & RETURN YOUR PAPERWORK

Our Reservations Team will send you confirmation paperwork when your booking has been placed. Check the details are correct and sign the form.

Return the forms to us via email to schools@yorkat.co.uk or posted to Reservations Department, JORVIK Viking Centre, Coppergate, York, YO1 9WT

5 YOUR TEST CALL

The Learning Team will provide a meeting link for your test call. At an agreed date and time, we will call you to test your connection, talk through your session details and answer any outstanding questions you may have. Please have all speakers, projectors, whiteboards and microphones set up as you intend to use them on the day.

6 ENJOY YOUR VIRTUAL VISIT!

We hope that you enjoy your Virtual Outreach session, and that you find it engaging and worthwhile.

7 HOW DID WE DO?

Remember to fill in an Evaluation Form to let us know how we did.

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