



An application from

**[Please add the name of
your site or collection here]**

The Sandford Award for Heritage Education

2024

IN PARTNERSHIP



BISHOP
GROSSETESTE
UNIVERSITY



HERITAGE
EDUCATION
TRUST

Applicant details

Name of site or collection	
Dates of previous Sandford Awards (if applicable)	

Primary contact for this application	
Name	
Job title	
Address	
Email	
Telephone	
Website	
Organisation/Learning Team's Twitter handle	

Secondary contact	
Name	
Job title	
Email	
Telephone	

Please give a brief description of your site or collection

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Dates you are open for learning visits

Any dates (March - mid July 2024) on which school bookings have already been made:

Criterion 1: The learning programmes are delivered in a way which engages, informs and inspires visitors

1a. Who delivers the programmes for example, permanent staff, volunteers, external facilitators?

1b. Tell us about the different methods and resources used to engage participants with the site or collection, for example, costumed interpretation, handling objects, role play, interactive exhibits and trails and digital resources.

Criterion 2: The learning provision at the site contributes to an understanding of the local and national heritage or natural environment

2a. What aspects of your site and collections' history do you utilise within your learning provision?

2b. How do your programmes encourage an understanding of the local and national heritage or natural environment? For example, use of the historical and geographical position of the site; its connection with great historical periods or events; links with well known historical characters, a collection, or its connection to wider themes.

Criterion 3: The programme has been developed through consultation with customers and learning providers and advisers

3a. What process do you go through when you are developing new or reviewing existing sessions/programmes and who do you consult with?

3b. How do you make your programme inclusive for a range of needs and provide equity of provision?

3c. Curriculum. For the formal learning programmes provided by your site, please provide details about how it is linked to the relevant curricula and learning outcomes

Please indicate [x], if applicable, which curricula your learning programmes are linked to:

England [] Northern Ireland [] Scotland [] Wales [] Other []

If other, please specify:

Please use the table below to provide more details regarding the links to the curricula.

You can include page links to your website and learning programmes in the table if you wish.

Title and type of activities (for example: taught session, guided tour, costumed interpretation)	Key Stage/Level	Main subject focus	Learning Objective (for example: statutory curriculum link(s), key skills)
<i>Example:</i> Life in a Victorian Town Guided tour, hands on activities, costumed interpretation, role play, object handling	KS1, KS2 KS3		Curriculum Links: <ul style="list-style-type: none"> • Significant historical events, people and places in the locality. • A local history study. • A study of an aspect or theme in British History that extends pupils' chronological knowledge beyond 1066. Key Skills and Learning Objectives: <ul style="list-style-type: none"> • Developing an awareness of the past. • Understanding the difference between the beginning and end of the Victorian period.

3d. How do you evaluate the programme? How is the information gathered and what do you do with it?

3e. How do you know that the learning outcomes and learners' needs are being met?

3f. How do you ensure that there is a programme of continuous professional development in place for you and, if applicable, your team?

3g. If you have multiple team members delivering your programme, how do you ensure high quality and consistent delivery? How and when do you provide feedback to your team?

Criterion 4: There is attention to good management and administration concerning all aspects of the visit

4a. Tell us about the process a teacher/group leader goes through when booking a visit, from initial information through to the meeting and orientation on site. How is information collected and disseminated to the relevant personnel?

4b. How do you manage groups on site including self-led groups?

4c. How do you ensure that relevant information is shared with group leaders if they are unable to come on a pre-visit?

4d. Please describe any appropriate domestic facilities at your site which relate to school visits such as bag and coat storage, toilet facilities, refreshment areas or wet weather accommodation.

Criterion 5: Learning resources and services are provided which enhance the quality of the learners' visit

5a. Please describe any learning resources and services you offer which enhance the quality of a visit (for example, engaging displays, original and / or replica items for handling, costumes, interactive exhibits and trails).

5b. What provision is there for self-led learning within your programmes?

5c. Tell us about any preparatory and follow up materials you provide or support.

5d. Tell us about any other learning that you offer for non-formal learners (for example, activities for families, adult learning, outreach, community groups).

Criterion 6: Statutory requirements are met, and essential additional policies and strategies are in place.

The assessor will need to see evidence in advance of the assessment of your current policies and procedures.

- health and safety policy
- public liability insurance
- risk assessments
- safeguarding policy/procedures including your rationale for whether personnel are DBS checked. Please do not share DBS certificates and personal data.

6a. Please tell us about any additional statutory requirements that your site, collection or learning provision might be covered by.

6b. Please tell us about any of the above that have **not** been implemented and explain why.

6c. Please describe how the learning service is incorporated into your organisation's strategic planning frameworks (for example, through staffing, budgeting, marketing, and links with exhibitions and events).

Supporting Material

This application should be accompanied by one high resolution image showing the exterior of your site/organisation and no more than two high resolution images showing aspects of the educational work involving learners.

Please note that all images must be submitted free of copyright and on the understanding that the Heritage Education Trust may use them for promotional activities. Please ensure that the images have the appropriate permissions where learners are featured. To ensure that the images retain their quality, please attach them as separate files to your application.

No other supporting material should accompany this application.
Learning packs and any other documentation will be requested by the assessor in due course.

The closing date for applications is **Friday 16 February 2024 at 5pm.**
When completed, this form and accompanying images should be sent to jayne.ellis@bishopp.ac.uk

Entry Fee

The Sandford Award entry fee **payable with application** is **£400** (inclusive of VAT). Please contact jayne.ellis@bishopp.ac.uk if you would like to pay the entry fee by invoice.

Payment Methods

- **Credit card (preferred method)**
You can pay the entry fee by credit card by visiting our Online Store. The first time you use this facility you will be asked to register using your preferred email address and to create a password.

All purchases are by debit/credit card. Please follow the link to access our product in the Online Store: <https://ecommerce.bishopg.ac.uk/product-catalogue/sandford-award/sandford-award-applications/sandford-awards-2024>

- **Cheque**

Please make cheques payable to **Bishop Grosseteste University** and write the name of your site on the reverse if it is not clear on the cheque. Please post your cheque to the address below.

- **BACS**

Please refer to the following details:

Recipient: Bishop Grosseteste University Lincoln

Sort Code: 60-13-15

Account no.: 05645042

Please quote Sales Invoice Number

Our address:

Heritage Education Trust
Bishop Grosseteste University
Longdales Road
Lincoln
LN1 3DY

Terms and Conditions:

- If an organisation manages more than one site, they should submit a separate application and entry fee for each.
- The entry fee is non-refundable once the assessment process has started.
- Please check the [Guidance for Applicants](#) before completing an application.
- Entries should be submitted by email to: jayne.ellis@bishopg.ac.uk
- Applications must be received by the published closing date: **Friday 16 February 2024 at 5pm.**
- Images to accompany an application must be submitted free of copyright and on the understanding that the Heritage Education Trust may use them for promotional activities.
- Any information provided to the Sandford Award for the purpose of an application, will be handled in accordance with our [Privacy Notice](#)

I have read and agree to the Terms and Conditions []

Name	
Position	
Signature	
Date	

Thank you for your application.

SAMPLE