



## Getting the most out of your visit

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## Getting the most out of your visit

### Practical Information

#### Booking a visit

Please telephone the Fort office between 9.00am and 5.00pm with the following information or use the online booking form.

- 1 Name and address of school
- 2 Telephone number
- 3 Contact name
- 4 Teacher in charge (if different from 3)
- 5 Preferred date of visit
- 6 Arrival time
- 7 Purpose of visit
- 8 Age group
- 9 Number of children
- 10 Special needs of children or other requirements

The Fort staff will confirm the date of your visit via email.

#### Risk assessments

A risk assessment is available to help you plan your visit (please see final page of this document).

#### Accessibility and special educational needs

With the exception of the Eastern Magazine, all areas of the fort are accessible for wheel chair users. School groups with special needs are welcome. Please let us know your special needs requirements when making enquiries or bookings.

#### Facilities for school groups

- A large Romney building is available to keep belongings in.
- The Tea Room is open for refreshments, ice cream and confectionery.
- Food can be eaten outside on the ramparts or picnic tables or in the Romney hut.
- The recreational play area is available for the under 12s.
- A souvenir shop offers a wide range of pocket money priced items as well as education resources including books, posters and postcards.
- There are staff trained in First Aid on site at all times



## Getting the most out of your visit

### Travelling to the Fort

- Newhaven Fort is well signposted from the A259 at Newhaven. There is a free car and coach park near the main entrance.
- Approximate travel times: Brighton/Eastbourne/Lewes 30mins; Burgess Hill/Crowborough/Worthing 45mins; East Grinstead/Hastings/Horsham 60mins; Crawley/Tunbridge Wells/Guildford/ Sevenoaks 80mins

### Transport scheme

- The Fort is a recognised provider under the Travel Grants scheme run by the National Park Authority. For more information and how to apply please visit:
- [www.learning.southdowns.gov.uk/learning/travel-grant/](http://www.learning.southdowns.gov.uk/learning/travel-grant/)

### Parking

There is free coach and car parking in the main car park, vehicles conveying wheel chair users can access the fort via Fort Rise and use the drop off point outside the fort entrance.

### Public transport

#### *By train*

- Trains run regularly to Newhaven Town Station, approximately 1.1 miles (1.8km) from the Fort. If on foot head towards the town centre, over the swing bridge and take the first left to walk alongside the river, past Newhaven Marina and on to the Fort. For further information call Southern Rail on 08451 2722930 or visit [www.southernrailway.com](http://www.southernrailway.com)

#### *By bus*

- The Brighton & Hove Buses Coaster service (Number 12) runs regularly between Brighton and Eastbourne and buses stop throughout the town centre, approximately 0.7 miles (1.1km) from the Fort.
- For timetable information visit [www.buses.co.uk](http://www.buses.co.uk)

### Newhaven Fort story

Newhaven Fort is the last of a long series of defences built on the cliffs overlooking Seaford Bay, dating back to the Iron Age.

The site you see today was started in 1862 and was the vision of a young Lieutenant in the Royal Engineers called John Charles Ardagh. It took ten years and six million bricks to complete. There were several novel design features; the first mass use of concrete in a military fortification, a new type of drawbridge and the fact that it was built into the contours of the land, rather than being built above ground like a traditional fort or castle.



## Getting the most out of your visit

At the end of the 19th Century the Fort needed updating and was practically rebuilt. New modern guns were installed and amongst other things, baths were installed for the soldiers. When the First World War broke out the harbour assumed even greater importance, shipping six million tons of supplies to France and the Fort became part of a larger network of defences that included gunboats, thousands of soldiers and a seaplane base in Seaford Bay.

When war broke out 1939, Newhaven Fort was a vital element in the defence against the very real threat of German invasion. Thousands of soldiers were stationed in the area, including many Canadians who took part in the ill-fated Dieppe Raid from Newhaven. Troops also set out here for the Normandy landings of 1944

### **What to see**

The displays at the Fort take two parts: external features you can explore freely, including the Caponier, Ramparts, Battery Observation Post and the Gun Emplacements and exhibitions on important themes such as the Home Front and the Dieppe Raid. These are located in the Casemates, accessed from the Parade Ground.



## Getting the most out of your visit

### Curriculum links

#### History

- Local history
- Impact of military events and warfare locally and national
- Impact of war on politics and the populace

#### Literacy

- Creative writing
- Poetry
- Integrating of listening, reading and writing
- Reflection and opinion
- Personal accounts
- Drama
- Use of media
- Propaganda
- Personal accounts

#### STEM

- Collection and estimation of data
- Shape and space
- Handling data and problem solving
- Graphs
- Geometry
- Systems control
- Characteristics and properties of materials

#### Art and Design

- Model making
- Development and evaluation of design and construction

#### Geography

- Changing landscapes



## Getting the most out of your visit

### Getting the most out of your visit

#### Structuring your visit

- Think of your visit in three parts: before, during and after.
- Think about what your pupils will do and what you would like them to learn (learning outcomes)
- Consider the themes or curriculum links that are important to the visit, how preparatory work will support what the pupils do on-site and how the information that they collect during the visit will be used afterwards.
- Most schools come for an all day visit and it is worth allowing 3-4 hours for your visit.
- If you are taking part in a workshop, we have provided a suggested timetable for you at the end of this document.

#### Before your visit

- Introduce new concepts and vocabulary
- Explain what they will do during their visit to the Fort
- Download the Pre-visit activities available online
- Explain what they will see (you can use the Presentation on the website to help you)

#### During your visit

- Decide how your pupils will collect information e.g. note-taking, taking photographs, sketching, talking to the adults
- Use the suggested timings below to plan how your class will move around the Fort
- Download the Educational Trail for your pupils
- Think about times your pupils will work in groups or come together as a whole class to share what they have learnt
- Think about the role of your adult helpers during the visit
- Download the Information for Teachers (which accompanies the Trail)

#### After your visit

- Plan what the pupils will do with the material they have collected
- Download the Follow-up activities to help develop ideas back in the classroom

#### Planning a visit

- Arrange a site-visit to the Fort. Site visits are free of charge to teachers.
- Think about what your pupils will do before, during and after their visit
- Plan your visit using the template provided (at the end of this document)
- Complete a risk assessment for your visit
- Attend a twilight CPD course (information available from our website)



## Getting the most out of your visit

### Online information

- The following information is available from the Fort website, [www.newhavenfort.org.uk](http://www.newhavenfort.org.uk)
- Full story of the Fort
- Pre-visit activities
- Follow-up activities
- Educational Trail
- Presentation

### Useful information for adult helpers

- Children should be supervised at all times for their own safety and to gain the maximum benefit from their visit. In the event of first aid being required please ask a member of staff in the Guard Room shop.
- In the event of an emergency the assembly point is on the parade ground between the Tea Room and the Romney Hut.
- The Adventure playground is for use of the Under 12s only.
- When in doubt about anything please ask a member of Fort staff.
- Finally, enjoy your visit!!



## Getting the most out of your visit

### Additional information

#### Planning a visit template

##### *Theme of the visit (Learning outcomes)*

##### *Before the visit*

##### *During the visit*

##### *After the visit*



## Getting the most out of your visit

### Sample timetable (with Home Front Object Handling Workshop)

All timings below are suggested (apart from the workshop times) and can be adapted to suit your class needs. **All timings should be confirmed with Fort staff on the day of your visit.**

1 class (up to 30 children per class)

<i>Time</i>	<i>Activity</i>
10.00-10.30	<b>Arrival and organising bags / toilet stop</b> [Fort Entrance]
10.30-11.30	<b>Home Front Object Handling workshop</b> [Activity Centre]
11.30-12.00	<b>Air Raid Experience</b> [Home Front Exhibition]
12.00-13.00	<b>Lunch, play and Shop</b> [Activity Centre [or outside weather permitting), Adventure Area, Shop]
13.00-14.00	<b>Fort Trail and object handling desk</b> [Whole Site]
14.00-14.30	<b>Collect bags, toilet stop and goodbye!</b> [Activity Centre]



## Getting the most out of your visit

2 classes (up to 30 children per class)

<i>Class 1</i>	<i>Class 2</i>
10.00-10.30 <b>Arrival and organising bags / toilet stop</b> [Fort Entrance]	10.00-10.30 <b>Arrival and organising bags / toilet stop</b> [Fort Entrance]
10.30-11.30 <b>Home Front Object Handling workshop</b> [Activity Centre]	10.30-11.30 <b>Fort Trail, Theatre, object handling desk</b> [Whole Site]
11.30-12.00 <b>Air Raid Experience</b> [Home Front Exhibition]	11.30-12.30 <b>Home Front Object Handling workshop</b> [Activity Centre]
12.00-13.00 <b>Lunch, play and Shop</b> [Activity Centre [or outside weather permitting), Adventure Play Area, Shop]	12.30-13.30 <b>Lunch, play and Shop</b> [Activity Centre [or outside weather permitting), Adventure Play Area, Shop]
13.00-14.00 <b>Fort Trail, Theatre, object handling desk</b> [Whole Site]	13.30-14.00 <b>Air Raid Experience</b> [Home Front Exhibition]
14.00-14.30 <b>Collect bags, toilet stop and goodbye!</b> [Activity Centre]	14.00-14.30 <b>Collect bags, toilet stop and goodbye!</b> [Activity Centre]



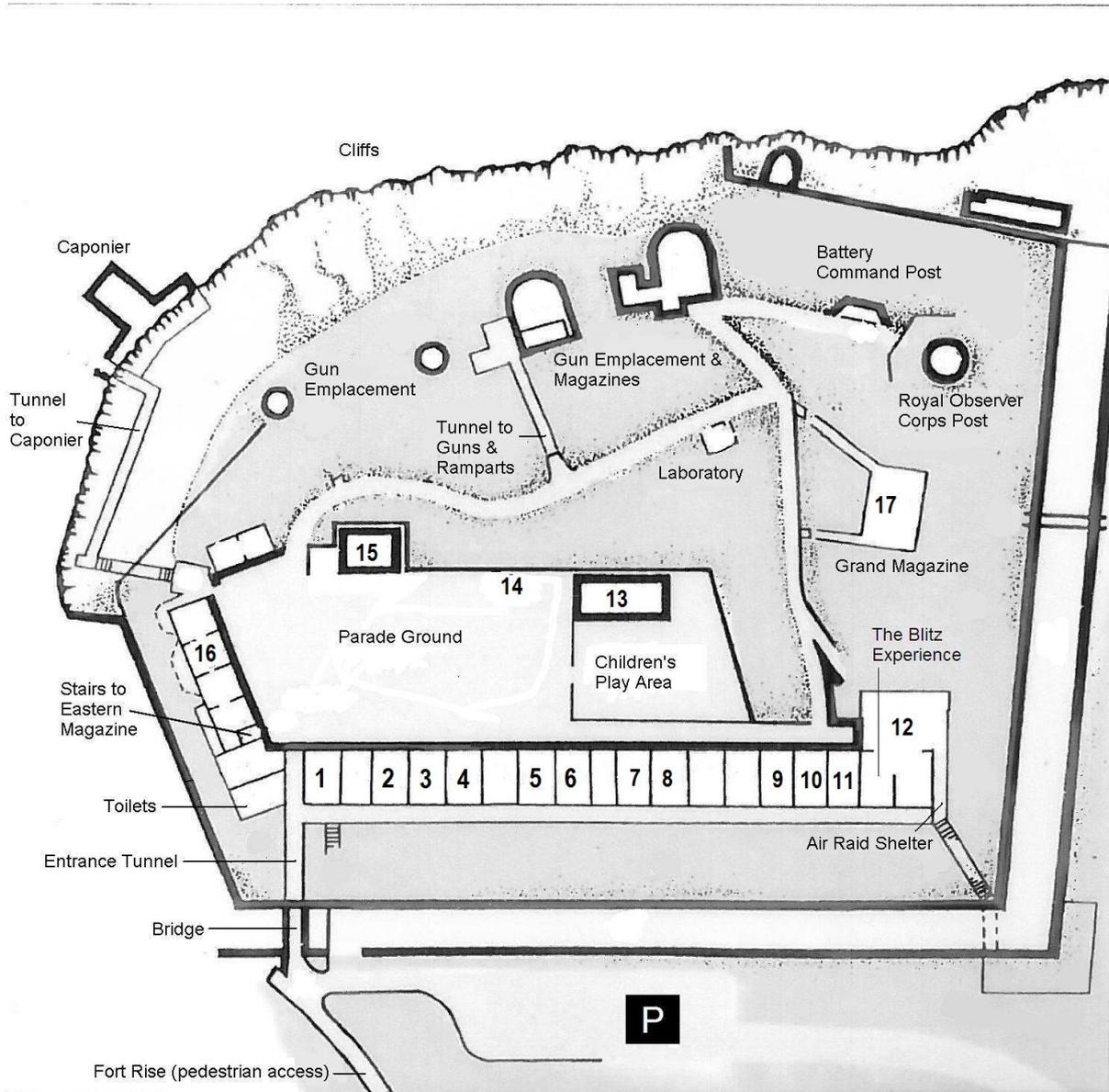
## Getting the most out of your visit

3 classes (up to 30 children per class)

<i>Class 1</i>	<i>Class 2</i>	<i>Class 3</i>
10.00-10.30 <b>Arrival and organising bags / toilet stop</b> [Fort Entrance]	10.00-10.30 <b>Arrival and organising bags / toilet stop</b> [Fort Entrance]	10.00-10.30 <b>Arrival and organising bags / toilet stop</b> [Fort Entrance]
10.30-11.30 <b>Home Front Object Handling workshop</b> [Activity Centre]	10.30-11.30 <b>Fort Trail, Theatre, object handling desk</b> [Whole Site]	10.30-11.00 <b>Air Raid Experience</b> [Home Front Exhibition]
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13.00-14.00 <b>Fort Trail, Theatre, object handling desk</b> [Whole Site]	13.30-14.00 <b>Air Raid Experience</b> [Home Front Exhibition]	13.00-14.00 <b>Home Front Object Handling workshop</b> [Activity Centre]
14.00-14.30 <b>Collect bags, toilet stop and goodbye!</b> [Activity Centre]	14.00-14.30 <b>Collect bags, toilet stop and goodbye!</b> [Activity Centre]	14.00-14.30 <b>Collect bags, toilet stop and goodbye!</b> [Activity Centre]

## Getting the most out of your visit

### Map



### Key

1	Shop & Exit	7	Sussex Sea & Air	13	Romney Hut
2	Theatre	11	Dieppe and D-Day	15	Tea Room
4	Fort and Newhaven	12	Home Front	16	The First World War
6	Activity Centre				



## Getting the most out of your visit

### Exhibitions

Here is a summary of the recommended exhibitions to see during your visit. (For a complete list please look on the website [www.newhavenfort.org.uk](http://www.newhavenfort.org.uk))

#### *Theatre*

This is a great place to begin your exploration of the Fort. The twelve-minute film reveals the thousand-year defensive history of the Castle Hill site, on which the Fort is built. Discover why and how the Fort was built, and the construction details that made it unique in its time. See how the Fort and the town of Newhaven played an active role in two World Wars and how, post-war, the Fort was left derelict before being restored to its former glory.

#### *The First World War*

The First World War stands out as a war like no other, before or since. It is remembered for many different reasons – the loss of life and destruction, the trenches and new weapon technology, the home front and the role of women, the music and poetry, remembrance and how the war affected lives and changed the face of the world and the course of history forever. All these aspects are explored in this highly-praised exhibition.

#### *Home Front*

You can't tell the story of the Second World War without mentioning the impact it had on everyday life in Britain, and this exhibition, one of the biggest at Newhaven Fort, does just that.

There is much to experience here. You can walk through a blitzed street and see how people tried to protect themselves and their homes. You can also listen to local people retelling their wartime experiences, discover the changing role of women, learn about the many restrictions on civilian life, consider what it was like to be an evacuee, and see how little you would have to eat – but at least the diet was healthy!

#### *Dieppe and D-Day*

The ill-fated Dieppe raid of 1942 and the Normandy landings of 1944 have particular relevance to the story of Newhaven's Second World War.

#### *Sussex Sea and Air*

Sussex was in the front line of the air war throughout the Second World War. In the Sussex Sea & Air exhibition you can discover how the skies over Sussex were riven by dogfights during the Battle of Britain and low level surprise attacks by 'tip and run' raiders. You can also listen to the chilling sound of a V-1 (Doodlebug) flying bomb and imagine the tension as the distinctive noise stops and you wait to see where it will fall...



## Getting the most out of your visit

### Fort timeline

Period	Date	Activity
<b>Prehistory</b>	750BC	Ancient Britons build earthwork Castle Hill circa 750BC
<b>Roman</b>	AD45-250	Roman fort on Castle Hill AD45 to AD250
<b>Tudor</b>	AD1539	Harbour declines, Ouse silts up new cut made 1539 a New haven is thus created at Meeching
	AD1545	French raid south coast
	AD1548	1 <sup>st</sup> gun installed at Meeching now often called New haven
	AD1588	Spanish Armada invasion threat Battery with three guns built on earth mound
<b>Restoration</b>	AD1660	1660 work conducted to “fortify the port”
<b>Georgian</b>	AD1756	Seven Years War begins
	AD1759	1 <sup>st</sup> permanent gun battery on Castle Hill with 5 x 12pounder guns
	AD1795	War with France
	AD1805	Napoleon plans to invade 8 x 24 pounder guns installed manned by Volunteer Artillery Corps
<b>Victorian</b>	AD1847	Harbour improvements begin
	AD1852	Battery rearmed 2x68 pounder and 4x32 pounder guns
	AD1855	Following a visit by Wellington, Lunette battery with 6x64 pounder guns built on foreshore
	AD1859	Prime Minister Lord Palmerston fears French invasion orders massive improvements to coastal defences costing £12m – Newhaven being destined to get a new fort
	AD1862-1872	Newhaven Fort built and armed with modern Rifled Muzzle Loading guns
<b>Edwardian</b>	AD1901	1901 major modernisation to Fort including installation of modern Breech loading guns



## Getting the most out of your visit

<b>20<sup>th</sup> century</b>	AD1914	Start of First World War guns at Fort manned by Territorials of the Sussex Royal Garrison Artillery
	AD1918	First World War ends and Fort is put into Care and maintenance
	AD1939	Second World War starts guns manned by Territorials of 159 Heavy battery, Royal Artillery
	AD1940	Invasion threat from Germany Fort commanded by Major Mason 6 inch guns manned by 100 Coast Battery 2 x 12 pounders by 101 Coast battery
	AD1942	2 x Bofors Anti Aircraft guns installed
	AD1941-1943	A new battery for 3 x 6 inch guns built to replace those in the Fort
	AD1944-1945	To the end of the war the 12 pounders are the only guns manned within the Fort
	AD1946	Ukrainians of the Battle Area Clearance Unit man the Fort and the Territorial Army uses it for training
	AD1962	Fort handed over to the local authority by the army in operation "Double Century"
	AD1962-1969	Various proposals for use of Fort and new housing built on former gun battery
	AD1967	Developer begins to turn the Fort into a leisure centre and abandons project, leaving it derelict
	AD1979	Fort declared an ancient monument
	AD1981	A private developer restores the Fort
	AD1982	Fort reopens again
	AD1983	6 inch gun installed
	AD1985	Running the Fort as a private venture fails
	AD1988	Fort taken over by Lewes District Council to be run as a military heritage site
	AD2015	Fort taken over by Wave Leisure



## Getting the most out of your visit

### Risk Assessment

#### RISK ASSESSMENT FORM FOR OFF-SITE ACTIVITIES

*Please complete one sheet for each Risk Assessment*

<b>Establishment</b>		<b>Department</b>	
<b>Group Leader</b>		<b>Date</b>	
<b>Location/Purpose</b>	Newhaven Fort	<b>Review date</b>	
<b>Other Staff</b>			
<b>Group Size</b>		<b>Ratio</b>	

**Description of Hazards**

Site and environment

Bad Weather  
 Slips and trips on uneven surfaces  
 Slips and trips on uneven stairs/steps  
 Slipping down steep banks  
 Unfenced gun emplacements  
 Inappropriate use of hand rails  
 Child wandering off

Group and the individuals within it

E.g. SEN, behavioural difficulties, learning disabilities

Activity

Falls from playground equipment

Transport

Traffic in car park  
 Slips and trips



## Getting the most out of your visit

<p><b>Persons at Risk</b></p> <p>Children          School staff and volunteers          Members of the public          Newhaven Fort staff</p>			
<p><b>Current Control Measures</b></p> <p>Supervision levels: Reception 1 adult:5 pupils, Years 1-3 1 adult:6 pupils, years 4-6 1 adult:10-15 pupils, Year 7+ 1 adult:15-20 pupils – minimum ratios          Pupils stay on coach until ready to go into Fort          Safety talk to group on arrival by Newhaven Fort staff          Children keep off grass banks and guns          Children made aware that the resident sheep are not to be touched          Location of handwashing facilities highlighted          Attention paid to warning notices          Supervise children, top and tail groups with adults          Frequent head counts          First aid available          Supervised and appropriate use of playground          Impact absorbent flooring under playground equipment          Appropriate use of hand rails          Always walk around the Fort          Fire assembly point on parade ground          Clear boundaries of behaviour standards during activity          Appropriate clothing worn</p>			
<p><b>Authorising Officer Comments</b></p>			
<b>Signature of Group Leader</b>		<b>Date</b>	
<b>Signature of Authorising Officer</b>		<b>Date</b>	