

Battle Heritage Trails Project

Battle Town Council
The Almonry, High Street, Battle TN33 0EA

Research Pack Record Sheet Completion Guidelines

This research pack is separated into 2 sections: people and buildings

Each section includes a number of suggested research activities. These activities are by no means exhaustive and you are welcome to explore your own ideas.

At all times it is important to remember:

1. Always be polite and courteous. Explain what you are doing to people you interact with and why.
2. Respect their wishes if they do not wish to participate
3. Never enter on to private land or in to privately owned buildings without the express permission of the owner in advance and if you are a child under 16, undertake all activities with the supervision of a responsible adult.
4. Record as much information as accurately as you can. Remember you are recording today's history for future generations.
5. Always be aware of your own personal safety.
6. All hard copy photographs should be signed and dated on the reverse.

Very important: Please create a separate record for each place/building you visit or person you speak to.

Please return your completed record sheets to either:

- Carol Harris – Town Clerk, The Almonry, High Street Battle
- Your School or group co-ordinator

By the date specified – 10th September 2017

Please ensure your name and contact information is clearly noted on each record sheet returned and any additional documents, books etc. donated.

Returned record sheets will be scanned and archived. They will also be used to create walking trails, an activity book and in any extension and educational activities deemed appropriate by the project managers.