

**'HANDS -ON LEARNING' WITH READING MUSEUM**

**CONTACT**

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**THE AIM OF THE SERVICE**

The aim of the service is to offer the opportunity for schools:

- To borrow museum collections of the highest quality in order to support subjects across the curriculum, encouraging children to recognise the importance of real primary sources
- To take part in a range of education sessions
- Sessions are supported by free on-line resources

**SERVICE SUMMARY**

'Hands on Learning' offers membership which give access to the following:

- Loan service of museum objects, over 1500 boxes available
- Free resources for teachers, please see website for details

Schools can also visit the Museum for a variety of educational sessions (see below for prices)

**1. SERVICES PROVIDED**

- Book a free introduction to museum services at the museum
- Free entry to Reading Museum for general visits
- Museum service updates, emailed to schools regularly
- Loans Online catalogue available for all to view at the museum web site: [www.readingmuseum.org.uk](http://www.readingmuseum.org.uk)

## Museum Service

### SCHOOL OBLIGATIONS

Please book in advance for all visits and loans boxes

## 2. ANNUAL SERVICE CONTRACT AVAILABLE FOR PURCHASE

### 'Hands - on Learning' with Reading Museum Service

*(applicable 1 April 2017 to 31 March 2018)*

- **Loan boxes:**
  - Based at Reading Museum and Town Hall
  - A range of over 1,500 boxes available, including many new boxes funded by the Heritage Lottery Fund
  - An online catalogue is available for viewing and booking: [www.readingmuseum.org.uk](http://www.readingmuseum.org.uk) - teachers can search the entire database, check availability and make bookings

### SCHOOL OBLIGATIONS

**When using loan boxes, schools are required to:**

- Have objects boxed and ready for the van to pick them up as notified (there will be a £30 minimum charge for boxes that have to be collected by museum staff outside the agreed pick up day.) Or collect and return boxes at agreed dates for schools outside our delivery area.
- Look after the items, they are a finite collection
- Make one member of staff responsible for orders
- Have adequate cover under the schools insurance policy (for the purposes of this agreement, each box and its contents is valued at £500. Charges for loss or damage of individual items will be based on replacement or repair costs, there will be a minimum charge of £30).

### SERVICE PRICE

- **Membership** *choose one of the following options :*
  - £449 Boxes - Five loans boxes per half term (30 boxes per year)**
  - £399 Boxes - Three loans boxes per half term (18 boxes per year)**

**AVAILABLE TO PURCHASE ON A “PAY AS YOU GO” BASIS**

- Loan boxes:
- Sessions : supporting your curriculum

Handling real objects is a key element in our sessions. These are based around some of Reading Museum’s unique collections. They underpin the requirements of the National Curriculum and online resources are available for further support. For further information please see our web site [www.readingmuseum.org.uk](http://www.readingmuseum.org.uk)

**PRICES**

1. All sessions - **£143** (35 maximum group)
2. Individual loans boxes per half term at **£45** per box (does not include delivery or collection)

**SCHOOL OBLIGATIONS**

**When booking sessions schools are required to:**

- Book in advance (at least half a term is advisable)
- Not exceed the maximum number of pupils (35 per session)
- Please note that there is a charge for cancelled sessions (the booking letter gives the details)

**When borrowing boxes schools are required to:**

- Have adequate cover under the schools insurance policy (for the purposes of this agreement, each box and its contents is valued at £500. Charges for loss or damage of individual items will be based on replacement or repair costs, there will be a minimum charge of £30).
- Look after the items, they are a finite collection
- Book and pay for the boxes prior to collection. Payments by cheque (made payable to **Reading Borough Council**) or by card over the phone are accepted.

**SERVICE SPECIFIC STANDARDS**

***The ‘Hands on Learning’ Team will ensure the following standards:***

- Check customer satisfaction - gauged through evaluation
- Telephone response time: within two working days