

'HANDS -ON LEARNING' WITH READING MUSEUM

CONTACT

Telephone: 0118 937 3400
e-mail: museum.education@reading.gov.uk

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
- To offer support to teachers through training events and online resources

SERVICE SUMMARY

'Hands-On Learning' offers membership which gives access to the following:

- Loan service of museum objects, over 1000 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 THROUGH RETAINED FUNDS

- Book a free introduction to museum services at the museum or online
- Free entry to Reading Museum for general visits (must be pre-booked)
- Museum service updates, emailed to schools regularly. Please sign up to our list to receive these: <https://www.readingmuseum.org.uk/reading-museum-schools-mailing-list>
- Loans Online catalogue available for all to view at the museum website: <http://schoolloans.readingmuseum.org.uk/>

Reading Museum Service

SCHOOL OBLIGATIONS

Please book in advance for all visits and loan boxes

2. ANNUAL SERVICE CONTRACT AVAILABLE FOR PURCHASE

'Hands-On Learning' with Reading Museum Service

(applicable 1 September 2021 - 31 August 2022)

Loan Boxes:

- Based at Reading Museum and Town Hall
- A range of over 1,000 boxes available
- An online catalogue is available for viewing and booking:
<http://schoolloans.readingmuseum.org.uk/> - teachers can search the entire database, check availability and make bookings
- Schools must arrange to collect and return the boxes at agreed dates

SCHOOL OBLIGATIONS

When using loan boxes, schools are required to:

- Schools must collect and return boxes on agreed dates (there will be a £30 minimum charge for boxes that have to be collected by museum staff)
- Look after the items, they are a finite collection
- Make one member of staff responsible for orders
- Order boxes using the online booked system whenever possible
- Order objects early - up to a year in advance is possible
- Have adequate cover under the school's 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

- **Yearly Membership (Sept - July) Options:**
 - £300 - Five loans boxes per half term (30 boxes per year)
 - £225 - Three loans boxes per half term (18 boxes per year)
 - £100 - one box per half term (6 boxes per year)

AVAILABLE TO PURCHASE (OUTSIDE THE ANNUAL SERVICE CONTRACT) 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. For further information please see our web site <https://www.readingmuseum.org.uk/schools>

PRICES

All services from our 'Hands-On Learning' programme are available at individual prices:

1. All in museum sessions - **£150** (35 maximum group size) (2 hour session)
2. Virtual sessions - **£75** (max 30 children per session)(1 hour session)
3. Welcome and wow - introductory talk for schools **£40** (15 minute session)
4. Individual loans boxes per half term at **£45** per box

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
- Attend the pre- session meeting for virtual sessions
- Please note that there is a charge for cancelled sessions (the booking letter gives the details)

Reading Museum Service

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