

**'HANDS -ON LEARNING' WITH READING MUSEUM**  
For Reading Borough Council Schools

**CONTACT**

Telephone: 0118 937 3400  
e-mail: [museum.education@reading.gov.uk](mailto: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)

## Reading Museum Service

### 1. SERVICES PROVIDED THROUGH RETAINED FUNDS

- Book a free introduction to museum services at the museum
- 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/>

#### 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 April 2019 to 31 March 2020)

#### **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
- Delivery to and collection from school

#### SCHOOL OBLIGATIONS

### 2. ANNUAL SERVICE CONTRACT AVAILABLE FOR PURCHASE

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.)
- Look after the items, they are a finite collection
- Make one member of staff responsible for orders
- Order objects early - up to a year in advance is possible
- 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 :*

**£385 Boxes - Five loans boxes per half term (30 boxes per year)**

**£330 Boxes - Three loans boxes per half term (18 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>

## Reading Museum Service

### PRICES

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

1. All sessions - **£149** (35 maximum group size)
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)

### 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