

## Terms and conditions for the loan of Curriculum Centre artefact boxes

### In person collections and returns

- History boxes will be available for collection on the **Friday prior to the week your loan begins, between 1.30pm and 4.30pm prompt.**
- History boxes - most collections are stored in large trunks or boxes and weigh a considerable amount. Please ensure that the person collecting is able to lift/carry the box/es and has a vehicle with capacity to accommodate them.
- RE box collections need to be agreed by our RE Centre Manager who will contact you directly to arrange your collection date and time.
- RADE boxes are delivered by courier and cannot be collected in person.
- Boxes **must** be returned to the Centre **by latest 12.00pm on the Friday at the end of your loan period.** We insist on prompt return as collections need to be checked and prepared for other borrowers to collect in the afternoon. Alternatively, boxes can be returned on Thursday evening before 4.30 pm.
- The Curriculum Centre is open Mon-Fri between 09:30 and 4.30pm. Should the Centre be closed, boxes should be returned to Reception.

### County Supplies delivered loans

- Boxes should arrive in school during the first week of your 3 week loan on your designated delivery/collection day (see booking confirmation).
- In some cases History boxes will arrive during the second week of your loan, again on your designated delivery/ collection day.
- All boxes should be returned by the end of the agreed loan period.
- **Schools are advised to book the County Supplies pick up as soon as boxes arrive in school.** To do this the Admin Team place a County Supplies order (Item 123456) to request a mail pick-up on the designated delivery/collection day given on the paperwork included in the box. This must also be authorised promptly.
- The box/case **must** be carefully packed and placed ready for collection and return to the Curriculum Centre at your school's mail collection point, **with the label reversed** to show the Curriculum Centre delivery address and code. **Note: collections are often made before the school opens,** so placing boxes at your internal mail collection point at the end of the afternoon before is strongly advised.
- Failure to follow these procedures will result in the box not being collected. In this instance it will be the school's responsibility to return the box directly to the Curriculum Centre by the specified time.

### Suitability of RE boxes

Please note that RE boxes are for teaching Key Stage 1 and Key Stage 2. Teacher discretion will therefore be required on the suitability of some of the items.

## Checking boxes/damaged and missing items

- **Important:** Please check the contents list of the box carefully on delivery and advise us of any damaged or missing articles **within 48 hours of receipt**.
- We reserve the right to charge the school for replacement of any damaged or lost items.

## Care of the artefacts

Please note that many artefacts included in our boxes are fragile and irreplaceable. Whilst we appreciate that normal wear and tear will take place in the use of these items in a classroom situation, we ask that they are treated with respect, carefully handled by the teacher and re-packaged appropriately for return. If using the courier service, we suggest sticking a **Fragile: handle with care** note on the box for its return journey. Box lids should always be taped down.

## Hire charges

Loan duration	History centre subscribers	Non subscribing schools
1 week collect/return in person	£25	£60
2 weeks collect/return in person	£40	£75
3 week loan (delivered)*	£50*	£85*

\* 3 weeks loans are delivered and collected by County Supplies.

Loan duration	RE centre subscribers	Non subscribing schools
1 week (delivered or collected in person)	£15	£50
2 weeks (delivered or collected in person)	£18	£53
3 week loan (delivered or collected in person)	£25	£60

Loan duration	RADE centre subscribers	Non subscribing schools
As requested	Included in subscription	Not applicable

**Please note:** VAT will apply to artefact box hire rates for Hampshire academies and all non-Hampshire schools (exclusive of non-subscriber fees).

- County Supplies provide the courier deliveries for the Curriculum Centre boxes. Please check that you are able to access this service.
- Hire charges will be raised at the time of the loan.
- For Hampshire maintained schools, this will be a recharge to the cost/SIO/GL codes provided by the school on their order form, charged at the time of the loan.
- For Hampshire academies and non-Hampshire maintained schools, charges will be raised via an invoice.

**Late returns** - an additional charge will be levied for late returns equivalent to one week hire.

## Cancellation charges

- Loans that are cancelled at less than three weeks' notice will be charged at 50% of the loan fee plus £5 administration charge.
- Loans that are no longer required but have not been cancelled will be charged in full.
- Uncollected loans will be charged in full.

**Thank you for using the services of the HIAS Curriculum Centres.**