

Service Level Agreement – Primary - Archives and Museums Education Service

April 2020 – March 2023

1. Agreement

This is a Service Level Agreement between the Archives and Museums Education Service and Gwynedd Schools.

The purpose of this agreement is to provide a service that enables the children of Gwynedd to access their heritage and bring the history of Gwynedd alive in an exciting and unique way.

2. The Service

The Service provides the following:

2.1 Enquiries Service:

An enquiries service is provided in response to requests from teachers for resources. A pack of archival material is provided of either hard copies or digital copies on a CD-Rom. There is no limit to the number of enquiries a school can request in a year.

2.2 Visits to Schools:

The Service's Education Officer will visit schools to show and discuss archival material and artefacts, and teach the class using PowerPoint presentations. There is no limit to the number of school visits the Education Officer can undertake in a year

2.3 Visits to the Record Offices:

Professional assistance is offered to teachers visiting Caernarfon and Meirionnydd Record Offices. By visiting, pupils and their teachers are given the opportunity to see original material and are introduced to the Record Office itself as an establishment that conserves the original material. There is no limit to the number of visits a school can make to the Record Offices within a year.

2.4 Visits to the Museums

Professional assistance is offered to teachers visiting the Museums. It is an opportunity to see a wider range of artefacts and to be introduced to the variety of sources that are kept at both Storiell (Gwynedd Museum and Gallery) and the Lloyd George Museum. In the case of the Lloyd George Museum the current admission fee will be levied upon pupils but teachers are admitted free of charge. The fee policy of Storiell (Gwynedd Museum and Art Gallery) could be revised in the future to provide additional opportunities. As a result of this there may

be a fee for some additional specific activities. There is no limit to the number of visits a school can make to the Museums within a year.

2.5 Workshops for Pupils:

Workshops based on specific themes are arranged for pupils at the Record Offices and also the Museums. In the case of the Museums, workshops are also held to coincide with exhibitions and various events.

2.6 Professional Assistance and Advice:

Professional assistance and advice is given to teachers who wish to use the Archives and Museums Service's resources for curricular work. Assistance is provided for catchment area INSET courses and workshops are also arranged in the Record Offices and Museums.

2.7 Timetable

The Service responds to requests for resources by firstly acknowledging the request and then setting about to answer the request as quickly as possible. Schools should receive the requested resources within a week.

When arranging visits to schools, or when arranging for a school to visit the Record Offices, Museums or workshops, the Archives and Museums Education Officer will co-operate fully with the school to arrange a mutually convenient date.

3. Provision

The service is provided through the medium of one post, the Archives and Museums Education Officer. The job is shared between two people, both trained teachers, and one also trained as an archivist. The post is answerable to the Principal Archivist.

A work programme is set and the Service's output is monitored with the Archives Service's performance indicators.

Individual schools can respond to the service received by using the feedback form or contacting either the Archives and Museums Education Officer or Principal Archivist directly.

The Service's responsibility is to respond to the needs of individual schools and therefore it is expected that the responsibility of the individual schools is to co-operate by making clear and reasonable requests.

4. Cost

The cost is based on the number of schools [throughout the county](#) that sign up to the Agreement:

For example, the following has been estimated:

- £365 based on 83 schools agreeing
- £432 based on 70 schools agreeing
- £590 based on 60 schools agreeing

The final cost (ranging between £365 and £590 per annum) will be known once that the number of schools signing up to the agreement is finalised.

5. Length of Agreement

A 3 year agreement is offered from April 1, 2020 until the end of March 2023.