

**Please make sure that a copy of the terms and conditions is made available to teachers using the loans service.**

1. A subscription can be taken out at any time during the year. Once taken out, the subscription must be used up within the same academic year.
2. All loan resources are subject to availability and we encourage schools to book their required units as early as possible in order to avoid disappointment. Confirmation of booking will be sent to the school. Please check all details are correct upon receipt and notify us of any discrepancies as soon as possible.
3. Delivery and collection will be to the school Reception or Office. Please check the contents of the boxes upon delivery against the inventory included within the box. If any objects are missing or broken, please notify us **within three working days** of receipt.
4. Please ensure all objects and teaching materials are returned to the correct boxes before collection.
5. If the school is due to be closed on the proposed delivery or collection date, please notify us as soon as possible. The school may be held accountable for collecting or returning the loan boxes to our office in Preston if we cannot gain access to the school.
6. Loan objects must be risk assessed by the teacher and used under their supervision. We advise that they are stored safely and not left unattended. It is the responsibility of the teacher to unpack and repack the box.
7. Teachers should read the Loans Service Health and Safety guidelines prior to using the Loans Service.
8. Loan materials should remain within the school during the two week loan period and not taken off site.
9. Please report any breakages straight away on **01772 534067**. You may be charged for breakages or loss of items.