

This template will help you provide as much information as possible to your local museum to start the conversation about delivering the “Museums for the Future” project. The sooner you contact your local museum, the better! Just like schools, museums often schedule things in advance. Therefore, it’s important to work together to find the best time to run this project.

This project would fit perfectly into a timetabled extra-curricular or interdisciplinary period for your pupils but would also work very well as an interdisciplinary project in your regular classes.

How to use this template

The template comes in two parts. The first part is a brief overview of your class or group of pupils, with vital information such as contact details, number of pupils, and number of contact days you would like to have with the museum. **You might not know all the answers** at this stage, and that’s ok! You can continue to fill out this template as much as possible during initial conversations with the museum so you both have a very clear idea of exactly how this project will look.

The second part of this template is additional information for the museum, similar to the introduction for teachers. It will give some details about each of the sessions and offer some examples of how the museum staff might be able to participate. All museums are different; some have lots of members of staff. and others only have one, while some are led entirely by volunteers, therefore it is important to provide alternatives and adapt where you can to ensure the best possible project for your pupils.

The template starts on page 2 – feel free to save this as a new document and delete this page (page 1) before sending it to your local museum.

Things to think about

- How will your group travel to the local museum?
- The museum might ask for photographs of pupils interacting with objects and displays. What paperwork do you need to allow this, if possible?
- If the museum is unable to work with your timeline, are you prepared to plan this further in advance?

Your name
Address (optional)
Contact number
Contact email

Name of local museum

Good morning/afternoon

I'm writing to ask if you would like to assist with the delivery of a project "Museums for the Future: Discovering how local history is shared with the world". You can read more about this in the coming pages, but the purpose of the project is to discover something about local history whilst exploring the museum as a workplace and looking at the various skills that are used and developed when working in a museum. You can read more about this project on Museums Galleries Scotland's website or at <https://dywda.co.uk/>

The project depends on interaction with a local museum and its staff or volunteers. Therefore, I wanted to reach out to you in the first instance to discuss whether you would be able to assist in some way including being able to chat to the pupils, host a visit from the group and provide access to objects for handling. You will see how these fit into the project with the additional information below.

The table will provide an overview of the group I will be offering this project to and a timescale for the project which **is/is not** flexible.

School name	<i>School name</i>
Group year	<i>e.g. S1, P7...</i>
Class name	<i>History / Extra Curricular / Literature</i>
Group size	<i>20 pupils</i>
Timescale	<i>January - April</i>
Potential dates or days session will run	<i>Every Friday afternoon</i>
Museum visits	<i>e.g. After session 1, during session 3...</i>

Please note that we would like a visit to the museum early in the project.

More information

This project runs over 7 sessions and introduces the museum as a workplace. In an ideal world you, or a representative of your museum, would work alongside me to deliver the project so the pupils get as much insight into the museum world as possible. However, please see a brief breakdown of the sessions below, outlining different ways you can be involved depending on your availability and resources.

Session 1 – [Suggested date for session]

What is a museum?

A class discussion about museums to be followed by a creative activity. This session is entirely teacher-led; however, we would like to follow this session with a museum visit as soon as possible.

Session 2 – [Suggested date for session]

Meeting Museums

Building on the knowledge of what a museum is and what it does, pupils will discover the diversity of roles available in the sector and the transferable skills regularly used by the museum workforce.

Resources Required from Museum

The museum will supply a video of one or more members of staff or volunteers introducing themselves and describing their role in the museum. This can be anything including Front of House, Exhibitions, Collections, Engagement, Marketing and more. As our project focuses on the workforce and aims to introduce museums as employers, the videos should include the following:

- Name and role
- Did you always know you wanted to work in museums?
- How did you get your job?
- What do you like the most about your job?
- What surprises you the most about your job?
- What skills do you regularly use?

Options

1. Up to 4 videos from 4 members of staff / volunteers pre-recorded and shared with the teacher. These will be played during the class, and pupils will ask and answer questions based on the information provided. Each video last no longer than 3 minutes.
2. I will set up a Microsoft Teams meeting on an agreed date for you to speak to the pupils “live” and answer their questions.
3. This session could be done at the museum during our visit.

Session 3 – [Suggested date for session]

Clue finders

Pupils will take a closer look into the role of a Collections Officer by examining a series of objects provided by the local museum. They will work in small teams and use different skills to draw, describe, and define each object before collating their findings and sharing what they've discovered with the larger group.

Resources Required from Museum

The museum will provide access to some objects, including information about them, either in cases at the museum or as objects available for handling. The number of objects needed will depend on the size of the group. We will need at least one object per group of 3 pupils. If you require the pupils to wear gloves or any other equipment for object handling, please provide these.

Options

1. Objects from a handling collection or available to handle from your store that we are able to have at the school for this session. I understand that a member of staff or volunteer may need to accompany these objects.
2. If the school and museum can accommodate this, this session could also be done in the museum, allowing the children to see objects on display and examine them more closely. This will also give them more opportunities to speak to staff and volunteers.
3. If neither of the above are possible, please provide high quality images of a selection of objects, with the ability to zoom in on close detail.

Session 4 - [Suggested date for session]

Let's investigate

Looking at the role of Curator, pupils will identify a theme or story from their local history using the objects and information available from the museum. They will use researching skills to develop a deeper knowledge of local history and will begin thinking about how they might present this information.

Resources Required from Museum

This session is teacher-led; however, any information you can provide on the various themes identified in your collections would be very helpful. We will encourage the pupils to look at your website for further information.

Options

Pupils may want to visit the museum again in their own time. If objects for handling were used in the previous session and are still available, these may also prove useful for the pupils.

Session 5 - [Suggested date for session]

Mini Museums

Gathering together all the information they have on a chosen theme, pupils will decide how they will display or present their findings. This will depend on the resources available to them, but pupils will be encouraged to use their creativity to design an output that best reflects what they've discovered during their research, as well as their understanding of the role of museums.

This is a teacher-led session; however, input from the museum could include the following:

- Access to an exhibition space in the museum
- Access to objects for display
- Help with object interpretation, e.g., examples of labels

Session 6 - [Suggested date for session]

Museum Masters

Pupils will present their outputs to their audience. The presentations will include the information or story they have researched during this project as well as show an understanding of the different skills used to reach this point in the project, e.g., problem solving, team work, independent learning. This session is pupil-led, and museum input will depend on the previous sessions, e.g., whether a space is being used to display or present outputs to the audience.

Session 7 - [Suggested date for session]

Reflections

Pupils will reflect on what they have learned and the skills they've developed and will be encouraged to share feedback with the museum.

Thank you for taking the time to read through the project details. If you have any questions, or would like to discuss these further, please don't hesitate to contact me.

Many thanks

Name

Phone or Email