

Loan agreement

The Linnean Society of London is pleased to offer your school access to this scheme, and we hope that you find it useful.

If you'd like your school to join the scheme, please read the following notes, complete the form and return it to the address below, keeping a copy for your own records. Please note that we **require the signature of the Headteacher** rather than the class teacher.

1. **Disclaimer:** The Linnean Society is pleased to lend these kits to schools, and believes each kit to be suitable for its suggested use. However, we recommend that teachers thoroughly examine and check each kit to make sure it is fit for the purpose intended, making any risk assessment that is appropriate. The Linnean Society excludes any liability for injury or damage howsoever caused by the use of the kits, is not responsible for the standard of development or safety of any of the products used in the kits, and makes no warranty against errors and omissions in any kit or accompanying material.
2. Schools are responsible for either collecting and returning kits to the address below, or paying for the postage incurred in returning the kits to us. We will pay for postage to your school.
3. There is no charge to schools for borrowing kits, however we do ask that schools **pay the return postage charge** at the end of their loan period, including appropriate insurance covering the value of the kit. This is estimated at £10-15.
4. Schools are expected to take good care of the kits and to return them on time in a complete and tidy condition ready for the next school. Please take into account the time required for postage. **Late return of a kit may incur an administration fee of £50.**
6. Although The Linnean Society makes the kits as robust and child-proof as possible, it reserves the right to ask the school to pay for, or contribute towards, any breakages or losses other than normal wear and tear.

I would like my school to join The Linnean Learning Loan Kit scheme, and agree to all points above.

NAME	
SCHOOL NAME	
ADDRESS	
TELEPHONE	
EMAIL	
DATE	
HEAD TEACHER SIGNATURE	

Return to:

Address: Education Officer, The Linnean Society of London, Toynbee House, Wimbledon, London, SW20 8SL

Email: education@linnean.org