**REsource Boxes Loan Request Form**

Please complete this form and email it to vanessa.vollebregt@chichester.anglican.org We will notify you of availability and arrange a collection date.

Any resource that is borrowed **must be returned by 4.30pm** on the agreed return date. Schools must ensure that boxes are returned with their contents complete.

Boxes are loaned on a half termly basis (East Sussex Termly (6) basis. They must be returned before break-up day in order for them to be cleaned and sanitised before going out again at the beginning of the next term.

Name:

School & Town:

Telephone:

Email:

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| **NAMES OF BOXES:** | **REQUESTED\*** **(Date of Collection)** | **DATE TO BE RETURNED** |
| 1. Autumn Term – Half term1 – East Sussex Term 1

  |   |   |
| 1. Autumn Term - Half term 2 - East Sussex Term 2
 |  |  |
| 1. Spring Term - Half Term 1 - East Sussex Term 3
 |   |   |
| 1. Spring Term – Half Term 2 - East Sussex Term 4
 |  |  |
| 1. Summer Term – Half Term 1 - East Sussex Term 5
 |   |   |
| 1. Summer Term – Half Term 2 - East Sussex Term 6
 |  |  |

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

\**When reserving boxes please specify which Half Term/Term by inserting the dates in the table.*