

REsource Boxes

There are now over 50 REsource Boxes which are available for all Church of England schools across the Diocese to borrow. The boxes contain a range of RE resources including books, DVDs, puppets and Persona Dolls as well as many artefacts from the 6 major faiths (Christianity, Judaism, Islam, Hinduism, Sikhi and Buddhism). The REsource boxes include both primary and secondary resources.

Boxes are located at Diocesan Church House, Hove. However, we also have a selection of our most popular boxes housed at Peasmarsh CEP School in East Sussex.

Full details about the REsource Bank can be found on our website:

<https://schools.chichester.anglican.org>.

The boxes kept at Peasmarsh CE Primary School are:

Christianity KS1

Christianity KS2

Buddhism

Hinduism

Judaism

Islam

Gill Vaisey Resources (EYFS resources for Christianity and Islam)

Bereavement

All Church of England schools that have paid their Partnership Agreement can borrow boxes for free. As the REsource Boxes were funded in partnership with Brighton & Hove City Council, all schools in Brighton & Hove can borrow REsource boxes free of charge. Other schools who wish to borrow REsource Boxes can borrow them at a cost of £50.00 per box. All boxes are available for a half term (East Sussex one term) loan.

Instructions for Borrowing Resources Boxes

Step 1: Visit the Diocese of Chichester Education Department website <https://schools.chichester.anglican.org> to see the complete list of boxes available for loan and to download all the necessary documents. **From the Home page click on the ‘Christian Distinctiveness’ tab and then on the REsource Boxes tab. Scroll down the page to download the REsource Boxes catalogue and the accompanying forms. Information about the boxes housed at Peasmarsh CE Primary School can be found on their website or contact office@peasmarsh.e-sussex.sch.uk .**

Step 2: Download the **REsource Boxes Liability Document**. This document must be completed and signed by both the RE subject leader and Headteacher. All forms must then be emailed to **the appropriate administrator** (contact details are shown below) before any boxes can be borrowed.

Step 3: Download the **REsource Boxes Loan Request Form** and email the completed form to:

vanessa.vollebregt@chichester.anglican.org [for boxes stored at Church House, Hove]

office@peasmarsh.e-sussex.sch.uk [for boxes stored at Peasmarsh CEP]

Please include ‘Resource Boxes Loan Request Form’ as the subject heading for your email.

The administrator will notify you about availability and to arrange a collection date.

Step 4: Phone the appropriate administrator to confirm collection date and time. Boxes can generally be collected and returned between normal working hours. Please check with the appropriate office.

Education Department, Church House, Hove - Tel: 01723 425 687

Peasmarsh CEP School Office – Tel: 01797 230 325

Step 5: Before using the boxes please check the contents against the ‘Contents List’ which is stuck onto the underside of the box lid. Please phone the appropriate administrator straight away if any items are missing or damaged.

When you have finished using the boxes you must **complete the ‘Return Checklist’ form**. This form can be found in each Resource Box, and once completed, should be placed inside the box on top of the resources. Please note that failure to complete this form may result in your school being charged.

Step 6: Return the boxes you have borrowed to the appropriate location. The boxes will be checked by the administrator against the ‘Return Checklist’ form. The school will be invoiced for any items missing or damaged. Please note that failure to return the boxes by the specified date may result in a charge of £5.00 per box per week overdue.