

Museums

11. Letter of Invitation to

<Museum contact details>

Dear <name of museum>,

We have recently been made aware of the History in Place project, a free online resource designed for use by schools and museums. We are writing to see if your institution would be interested in partnering with us.

The key objective of the project is to bring <year level of students i.e. grade 6> students together with their local cultural institution and use tablet technology to make short digital films about the collection that tell a story of local relevance .The project links to the new Australian history curriculum and Victoria’s Framework of Historical Themes.

The project was developed in 2012 by Culture Victoria, the History Teachers’ Association of Victoria and Heritage Council of Victoria and run as a pilot in the following schools and museums in 2013.

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| **Museums** | **Schools** |
| Barwon Park (Winchelsea) | Winchelsea Primary School |
| The Golden Dragon Museum (Bendigo) | Girton Grammar |
| Museo Italiano (Co.As.It) | North Melbourne Primary School |
| Rio Vista Historic House (Mildura) | Mildura Primary School |
| The Burke Museum (Beechworth) | Beechworth Primary School |
| Yarra Ranges Museum (Lilydale) | Mt Evelyn Primary School |

The project resources are now online and free for use by school and museums. These include:

1. Welcome to the History in Place Project
2. For Museums and Teachers: A documentary outlining the day
3. For Museums and Teachers: Student films from the pilot project
4. For Museums: Blank professional development certificate for volunteers
5. For Museums: A PowerPoint presentation on how to engage with museum collections and make short films
6. For Museums: Letter of invitation to schools
7. For Museums: Schedule of the day
8. For Schools: Letter of invitation to museums
9. For Schools: Permission form for students
10. For Teachers: Curriculum Links
11. For Museums: Storyboard document



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One of the key aims of the project is to encourage students to develop lasting relationships with their local museums. Should you choose to participate, we hope that the project will provide the following benefits for your institution:

* Establish an ongoing relationship between <school name> and <museum name>;
* Encourage repeat visitation by students and their families;
* The production of short films about the collections and stories houses in <museum name> that can be used as teaching tools and for publicity in the wider community.

Commitment required from participating museums:

* Running a one-day workshop for the student participants using the resources in the *History in Place* kit.
* Supply of staff and some museum volunteers to help facilitate the project and work with teachers and students.
* Making available a room or quiet space where the workshop component of the day can be held.

If you would be interested in working with us on the *History in Place* project, please get in touch with <contact person and contact details>. Please feel free to contact us if you have any questions.

We hope to hear from you soon.

Yours sincerely,

<contact name>