

7. Letter of Invitation to Schools

<School contact details>

Dear <name of school principal>,

We are writing to invite you to be part of the History in Place project.

History in Place partners collecting organisations with local primary schools (Years 5 & 6). Students will use collection items and interviews with museum or community members to create short films (using tablet devices such as iPads) that tell a story of local relevance. The project links to the new Australian history curriculum and Victoria’s Framework of Historical Themes.

We would like to invite students in <year level> to partner with <name of museum>. You can find out more about our museum here <museum website>. The project is designed to link to the following Australian Curriculum: History knowledge and skills:

<http://www.australiancurriculum.edu.au/History/Curriculum/F-10#level=5>

<http://www.australiancurriculum.edu.au/History/Curriculum/F-10#level=6>

One of the key aims of the project is to support innovative learning opportunities. Should you choose to participate, we hope that the project will provide the following benefits for your school:

* Establish an ongoing relationship between your school and <museum name>;
* Help students develop both historical and ICT skills; and
* Provide a stimulating environment to support team work, autonomous learning and working with historical objects.

Commitment required from participating schools:

* The attendance of participating <year level> students and their teacher(s) at a one day workshop to be held at <museum name>. The workshop will be facilitated by the <museum name> staff and volunteers, with teacher involvement. It aims to familiarise students with the collection, strategies for developing digital stories and using editing programs such as iMovie.
* The allocation of approximately one day, or 5 hours, of class time to the project, ideally within a fortnight of the workshop.
* A commitment to completing the digital stories by an agreed upon deadline .
* Supplying tablet devices to students for use in this project (one device per three or four students is recommended).

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If you wish to participate in the History In Place project, please send a reply letter agreeing to commitments outlined in this letter to <contact person> as soon as possible. Please feel free to contact us if you have any questions.

We look forward to working with you.

Yours sincerely,

<contact name>