

**Drumcroon Schools Loan Scheme: Guidance for Teachers**

**How many pictures can I loan at one time?**

Schools can loan up to three pictures per half term.

**How do I find out what prints I can loan?**

Look through our online brochure which can be found on the Turnpike Gallery website. You can email us for an update on any artworks that have already been selected by other schools.

**How long do I get the pictures for?**

Schools can have the pictures for half a term, unless otherwise stated at booking.

**When will I need to make a request/collect/return?**

To allow us the time to get your artworks packed and ready for transit, we will need your booking form emailed to us by the last week of the previous half term, with collection taking place in the first two weeks of the half term.

Artworks should be returned in the final week of the half term.

This will be slightly different for Autumn 1, following the summer holidays:

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| --- | --- | --- | --- |
| **Term** | **Final request date** | **Collection Dates**  | **Final Return Date** |
| Autumn 1 | 22 Aug 2025 | 2 Sep 2025 –12 Sep 2025 | 24 Oct 2025 |
| Autumn 2 | 24 Oct 2025 | 3 Nov 2025 –14 Nov 2025 | 19 Dec 2025 |
| Spring 1 | 19 Dec 2025 | 6 Jan 2026 – 16 Jan 2026 | 13 Feb 2026 |
| Spring 2 | 13 Feb 2026 | 23 Feb 2026 – 6 Mar 2026 | 2 Apr 2026 |
| Summer 1 | 2 Apr 2026 | 20 Apr 2026 – 1 May 2026 | 22 May 2026 |
| Summer 2 | 22 May 2026 | 1 Jun 2026 – 12 Jun 2026 | 17 Jul 2026 |

If artworks are returned late, schools may be prevented from loaning from the scheme in future. Please let us know if the return is likely to be late.

**Do I have to collect and return the pictures?**

Yes - artworks must be collected from and returned to The Turnpike Gallery, Leigh Library, Civic Square, Leigh, WN7 1EB, on dates and times agreed with us. The booking form will be used to record collection and pick-up of the artworks, as well as condition at time of collection/return. A signature is required at point of collection and return.

**Can I pick up the artworks from Wigan Museum instead?**

No we do not have the capacity to transport the works between sites - artworks can only be collected and returned from The Turnpike Gallery.

**Can I just come to the Turnpike and take a picture?**

No, all requests for objects need to be logged. We also need time to prepare the artwork for transit, and if we don’t know you’re planning to come, there may not be anyone who can help with your request. Please send the booking form or any enquiry to theturnpikegallery@wigan.gov.uk

**What happens if something goes wrong?**

Don’t worry – accidents happen, and the artworks are insured by Wigan Council.

If something goes wrong, then please let us know straight away. Do not attempt any repairs, as we have specific methods and materials we use for our artworks. We may ask you to bring the artwork back early, so that we can assess the damage and get the repairs undertaken.

**How will I display the artworks?**

We will provide up to three tabletop easels for the display of the artworks. The artworks should not be wall mounted. Prolonged exposure to sunlight can damage the artworks – so please consider this when deciding where to display them (avoid directly facing a window!).

**How will the artworks be packaged?**

Each artwork will come with its own ‘art bag’. These give a bit of additional padding and are more environmentally friendly than using bubble wrap. These will be labelled, so please make sure they are returned to us.

**Is it free to loan the artworks?**

Yes, it is free for schools to loan the artworks, but costs would be incurred if the art bags and/or easels were damaged or not returned.

**Can I take the artworks out of the frames?**

No. All of the artworks have been professionally framed in ways which help to protect them. Removing them from the frames could cause damage.

**Can the artworks leave the school premises?**

No, the artworks must remain at the school they are on loan to. This ensures that we know where all of the artworks are at any time and ensures that they are covered by Wigan Council’s insurance.

**If you have any further questions, please email us at theturnpikegallery@wigan.gov.uk**