**PROVISION OF POTTERY CLASSES -**

**ROYAL HOSPITAL CHELSEA (RHC)**

**REQUIREMENT**

**The RHC aims:**

* To improve the independence, wellbeing and quality of life for the Chelsea Pensioner (known as In-Pensioners or IPs)
* To offer a varied activities and hobbies programme to all IPs living here, in order to maintain cognitive, emotional, social and physical capabilities.
* To provide a therapeutic environment for IPs to relax and engage their creative energies.
* To alleviate symptoms and offer distraction to those IPs suffering from various mental and physical conditions.

The pottery classes shall:

* Offer person-centred classes that correspond with the strengths, needs, and limitations of the IPs involved.
* Develop friendships, confidence, and self-esteem amongst the group.
* Provide an overview of basic pottery techniques to improve skills and knowledge.
* Collaborate with other departments at the Royal Hospital to enable multi-team projects.
* Be inclusive and accessible to all IPs.

**Delivery & Location:**

The pottery service is to be provided for two full days per week at the RHC.

Day 1: 0900 to 1700 hrs. Class A will run from 1000–1200hrs. Class B will run 1300-1600hrs (one hour either side for preparation & clearance)

Day 2: 0900 hrs to 1700hrs. Exact days are to be decided in discussion between the pottery tutor and the Activities & Hobbies manager. They should be spaced apart in a way which enables the pottery tutor to manage and co-ordinate the use of the on-site kiln and the firing of works.

All timings will be confirmed in a monthly programme, published for the IPs by the Activities & Hobbies Manager.

Classes will take place in the Prince Philip Building pottery studio. These classes should accommodate between 6-8 IPs, depending on the space available on the day (this may change slightly each week due to wheelchair sizes and exact attendees).

Classes will also take place in the Margaret Thatcher Infirmary (MTI) within the dementia ward.

All classes will be assisted by a minimum of one volunteer, and further assistance will be provided if required to ensure IPs are supported with their needs.

**Equipment & Resources:**

The pottery tutor will make use of the RHC kiln to complete the firing process for objects made by IPs. All equipment, resources and materials will be supplied by the RHC for the use of all IPs at the pottery classes. Should re-supply be required, this must be presented to the Activities & Hobbies manager for approval. Any IPs bringing their own additional equipment must ensure it is not creating obstruction to others or in any way limiting the space available. This will be closely monitored by the Activities & Hobbies manager with the support of the pottery tutor.

The new contract will not cover any provision of classes for staff members, family or friends of IPs, or any other RHC residents. The pottery classes are for Chelsea Pensioners only.

**Reporting & Review:**

While onsite, the pottery tutor will be line managed by the Activities & Hobbies Manager. Liaison with other departments or with the Pensioner population as a whole should be done through this structure.

Feedback is to be provided to the Activities & Hobbies Manager following each session. This must include a list of Pensioners who attended each session, so it can be added to their care plans. Any issues and concerns must be reported promptly.

The class itself will be monitored on an ongoing basis by the Activities & Hobbies Manager, who will send updates to the Director of Health & Wellbeing as and when required. If additional hours of work are required, this must be approved by the Director of Health and Wellbeing prior to the work being done or any invoices being submitted.

Work produced by IPs may be exhibited at small exhibitions or displays throughout the year. The pottery tutor is required to assist with the set-up and display of these exhibitions. The pottery class may sporadically be used as a feature for articles for use in newsletters, noticeboards and the RHC website.

**Please be aware that an Enhanced DBS Certificate must be obtained prior to the contract start date.**

**PROVISION OF POTTERY CLASSES – PRICING TABLE**

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| **Item No.** | **Description** | **Firm Price Per Hour**  **(ex. VAT)** |
| 1. | The provision of pottery classes at the Royal Hospital Chelsea in accordance with the Requirement as detailed above:  Contract Period:  **Year 1 – 01 Oct 2023 – 30 Dept 2024:**  One full day 0900 – 1700  One full day 0900 – 1700  Total of 16 hrs per week   **Year 2 – 01 Oct 2024 – 30 Dept 2025:** One full day 0900 – 1700  One full day 0900 – 1700  Total of 16 hrs per week  **Year 3 – 01 Oct 2025 – 30 Dept 2026:** One full day 0900 – 1700  One full day 0900 – 1700  Total of 16 hrs per week | **£…………….**  **£…………….**  **£……………..** |