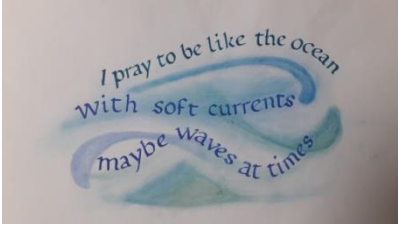


CAM ACADEMY TRUST COURSE INFORMATION

Course Title	<h2 style="text-align: center;">Calligraphy for Beginners and Improvers</h2>			 <p style="text-align: center; font-size: small;">Example of student work</p>	
Course Description	<p>This is a practical and creative class. Beginners will be introduced to the broad-edged pen, combining study of calligraphic scripts with design and layout skills to make small items such as greetings cards. Improvers will use skills learned previously to continue their personal script and design work.</p>				
Start Date	24 th Sep 2024 14 th Jan 2025 29 th Apr 2025	Day & Time	Tuesday 09.30am-11.30am	Venue	Comberton Village College
Tutor Details	<p>Liz Barrow holds the Certificate in Calligraphy and Bookbinding from the Roehampton Institute. Liz is a CLAS (Calligraphy & Lettering Arts Society) Accredited tutor. She has also undertaken the Society of Scribes and Illuminators' Advanced Training Scheme. She provides calligraphic services to the University of Cambridge and also works to commission on projects such as certificates for Quaker and other marriages.</p>				
No. of wks	10	Terms	3		
Fee per term	£125	Concessionary Fee	£94		
Course Level:	Mixed ability		x		
	Level 1, Level 2 (equiv. to GCSE / NVQ2)				
	Level 3 Equivalent GCE A Level				
Skills or qualifications needed for entry into the class	No special ability, just an enthusiasm for lettering.				
Course aims & objectives					
<ul style="list-style-type: none"> • An overview of how today's calligraphy relates to historical scripts • Practical experience of using calligraphic tools • An introduction to various calligraphic scripts • An understanding of how calligraphy can be used to interpret a text • Practical experience of layout, including line spacing, contrasts of size/colour/script, and the use of paste-up techniques • The opportunity to work on individual creative projects such as greetings cards • The opportunity to develop a critical eye, discussing ideas with other members of the class, learning from each other and offering constructive criticism. • There is an opportunity to work towards the Calligraphy and Lettering Arts Society Certificate in Calligraphy, if wished. 					

Progression – after this course what might you do next?	
Liz runs an Improvers/Intermediate course at 11.45am on Tuesdays, which is also at Comberton Village College. Students may wish to join this class after one or two years in the Beginners/Improvers class.	
How progress & success will be recorded	
Individual projects, individual discussion with tutor, and if wished, entering for the Certificate of Calligraphy	
Additional course costs (e.g. visits, materials, books, equipment)	
Equipment and materials. Optional book. A full list is available on request and will be provided after enrolment. Some items are available to purchase from the tutor.	
Materials/equipment required for first class	A3 Paper (layout paper, cartridge paper or similar, will be available to purchase from tutor), three HB pencils, masking tape, 12” or 18” ruler, eraser, small notebook, folder or ring binder for handouts.
Contact for further information	Adult Education: 01223 264721 commed@catrust.co.uk

Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online. Please assume the class is running once payment has been received unless you hear to the contrary.

We can currently accept card payments within our office based in Comberton Village College. We accept cash and cheques made payable to The Cam Academy Trust. We will be available in class to collect contactless card payments in person, at the beginning of each term. We can also send out secure payment requests for fees, via email and text messages. **Please note, we no longer accept payments over the telephone.**

You can contact our office via the following:

By Phone: 01223 264721 – please check our office opening hours

Email: commed@catrust.co.uk

Address: Adult Education, Comberton Village College, Comberton, Cambridgeshire, CB23 7DU

Refunds

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness/snow) will be replaced with an extra class at the end, wherever possible.

Concessionary Fees

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

Calendar (Please check start date of specific courses)

Autumn Term Half term 28th Oct – 01st Nov 2024

Spring Term Half term 17th Feb – 21st Feb 2025

Summer Term Half term 26th May – 30th May 2025

During the summer holidays our office is open on reduced hours. We are closed in other school holidays.

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31st August 2024). We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website www.cambsals.co.uk for details of all our funded courses.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>