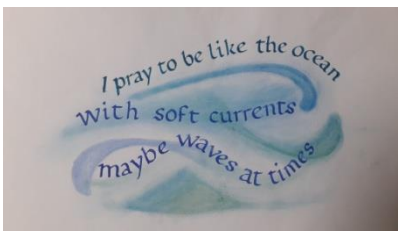


ACADEMY TRUST	<h1>Calligraphy for Beginners and Improvers</h1>					
Course Description		This is a practical and creative class. Beginners will be introduced to the broad-edged pen, combining study of calligraphic scripts with design and layout skills to make small items such as greetings cards. Improvers will use skills learned previously to continue their personal script and design work.				
Start Date	23 rd Sep 2025 13 th Jan 2026 21 st Apr 2026	Day & Time	Tuesday 09.30am-11.30am	Venue	Comberton Village College	
Tutor Details	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. Liz provides calligraphic services to the University of Cambridge and also works to commission on projects such as certificates for Quaker and other marriages.					
No. of wks	10	Terms		3		
Fee per term	£141	Concessionary Fee		£106		
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 directly 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@combertonvc.org

Enrolment and payment

Enrolments in person, for all our courses, can take place from our office based at Comberton Village College. Please note, the quickest way to enroll onto a class will be to visit our website and follow the online booking links from there. Enquiries can also be made by emailing commed@combertonvc.org or calling our office on 01223 264721.

We are a cashless school. We accept card and cheque payments (made payable to The Cam Academy Trust), from our office based in Comberton Village College.

Online enrolments can be paid directly in GBP (Sterling) via a secure server over the internet by debit or credit card. Online enrolment will ask for additional information that will enable us to register you, on your chosen course and allocate your payment accordingly.

Your debit/card details will be encrypted via a payment processing company Stripe, payment information is not held on college servers. If you are paying online for a course, you will also be asked for contact information to be provided. This information will be held by the college, so we are able to contact you if required.

For further information on Stripe and its privacy policy
<https://stripe.com/gb/privacy>

For further information on how we use your data
<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Secure payment links for courses, can also be sent out via emails or text messages. This process would involve you being notified in advance, of a secure link due to be sent shortly afterwards. If required card payments, in person, can also be taken at the beginning of each term, via a portable payment system.

Refunds

If you choose to withdraw your booking, at least 2 weeks before the start date of a course, a refund will be given, minus a £5 administrative charge. Refunds are only available in the event of course cancellation or early closure from the college.

Classes cancelled by the college due to unforeseen circumstances, will be replaced with an extra class at the end of the course, whenever possible. For comprehensive details, please refer to our fees and refund policy which can be found on our website.

Concessionary Fees

A 25% discount is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP/PIP), evidence must be provided on enrolment. Most of our courses display two fees, the concessionary fee is the lower amount advertised. It is also possible to pay the fees for a course by instalments, please contact us directly for details.

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2025). 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 behavior 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 their website **www.cambsals.co.uk** for details of all their funded courses.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at our Centers. 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.

Calendar (Please check start date of specific courses)

Autumn Term Half term 27th Oct – 31st Oct 2025

Spring Term Half term 16th Feb – 20th Feb 2026

Summer Term Half term 25th May – 29th May 2026