


<b>Course Title</b>	<h3>Calligraphy: for Christmas</h3> <p>Have festive fun making hand-lettered seasonal gift boxes, gift tags, decorations and place cards</p>				
<b>Course Description</b>	<p>This workshop is suitable for beginners and more experienced calligraphers alike.</p> <p>Beginners will learn the basics of a traditional script, and everyone will put their lettering skills to use in a choice of festive projects, with a smaller or larger amount of lettering according to experience. You'll go home with lots of ideas for making hand-lettered and decorative items to appeal to all the family and enhance your Christmas table or tree.</p>				
<b>Start Date</b>	29 <sup>th</sup> November 2025	<b>Day &amp; Time</b>	Saturday 10:00 – 16:00	<b>Venue</b>	Cambourne Village College
<b>Tutor Details</b>	<p><b>Liz Barrow</b> is a CLAS (Calligraphy and Lettering Arts Society) Accredited Tutor. She teaches weekly classes for beginner, improver and intermediate level students at Comberton and Bottisham Village Colleges and occasional classes at Cottenham and St Ivo. When not teaching, she works to commission, specialising in calligraphic certificates for Quaker and other marriages, and providing calligraphic services to the University of Cambridge.</p>				
<b>No. of wks</b>	1	<b>Terms</b>	1		
<b>Fee</b>	£49	<b>Concessionary Fee</b>	£36		
<b>Course Level:</b>	Mixed ability		x		
	Level 1, Level 2 (equiv. to GCSE / NVQ2)				
	Level 3 Equivalent GCE A Level				
<b>Skills or qualifications needed for entry into the class</b>	<p>This workshop is suitable for everyone, whether you have prior calligraphic experience or not.</p> <p><i>Please note this workshop is <b>not</b> a general introduction to calligraphy – please enquire if you are looking for an introductory workshop or class</i></p>				
<b>Course aims &amp; objectives</b>					
Apply lettering skills to create small festive Christmas-themed items					
<b>Progression – after this course what might you do next?</b>					
Join an ongoing weekly calligraphy class if not already attending.					

## How progress & success will be recorded

Participants will complete a small festive project, such as a greeting card, using the techniques learned during the day, sharing their success with other members of the class.

## Additional course costs (e.g. visits, materials, books, equipment)

Some equipment will be needed as detailed below.

### Materials/equipment required for first class

**If you already attend a calligraphy class please bring your normal kit.**

**The following items will be available to purchase on the day (please bring cash if you wish to purchase items):**

- Calligraphic pen with edged nib £3.65
- Additional nibs if required £1.75 each (inc. reservoir)
- Ink 50p
- Small pot with gouache paint £1 (you might use two or more colours)
- A selection of A4 coloured paper, A5 coloured card, Christmas printed card & paper, and narrow coloured ribbons, various prices

**Everyone will need to bring:**

- A few small paintbrushes for mixing paint and loading the nib – they do not need to be high quality but it's useful to keep separate ones for different colours
- Pencil and eraser
- Plastic ruler 30cm (and small set square if possible)
- Scissors
- Glue stick
- Water pot or jam jar (two or three would be useful in order to keep colours clean)
- Folder for handouts

**Please bring the following if you have them but do not buy them specially as there will be a few to borrow from the tutor:**

- Small self-healing cutting mat and craft knife
- Cutting ruler (i.e with metal edge)
- Portable drawing board
- Hole punch
- Bone folder/paper creaser
- Pair of compasses for drawing circles

**Although there will be a small selection of the following available to purchase, please bring your own if you wish:**

- Coloured paper, such as A4 printer paper or Canson Mi-Teintes art paper
- Coloured and white card, such as A4 or A5 craft card, from shops such as Ryman, needs to be reasonable quality so the ink won't bleed
- Christmas printed craft paper & card, double or single sided
- Narrow ribbons in colours to co-ordinate/contrast with the card

	<ul style="list-style-type: none"> <li>Some offcuts of Christmas giftwrap (only very small pieces needed)</li> </ul> <p>Gouache paints (in particular white, red, green and gold colours)</p>
<b>Contact for further information</b>	Adult Education: 01223 264721 <a href="mailto:commed@combertonvc.org">commed@combertonvc.org</a>

## 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](mailto: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](http://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 27<sup>th</sup> Oct – 31<sup>st</sup> Oct 2025

Spring Term Half term 16<sup>th</sup> Feb – 20<sup>th</sup> Feb 2026

Summer Term Half term 25<sup>th</sup> May – 29<sup>th</sup> May 2026