




CAM ACADEMY TRUST COURSE INFORMATION

Course Title	<h2 style="text-align: center;">Embossed Letters</h2> <p style="text-align: center;">Enjoy a creative day designing chunky Neuland-style letters and embossing them onto paper to make a special and personalised card or gift</p>				
Course Description	<p>This is a practical workshop. Participants will examine the Neuland lettering style, and then design their own letter or word which they will emboss onto plain paper, adding some decorative elements if wished. The letter or word can be left as its own piece of art, or made into a greeting card, perhaps with the addition of some pen calligraphy.</p>				
Start Date	5 th October 2024	Day & Time	Saturday 10:00 – 16:00	Venue	Comberton Village College
Tutor Details	<p>Liz Barrow is a CLAS (Calligraphy and Lettering Arts Society) Accredited Tutor. She teaches weekly adult classes for beginners and more experienced students at Comberton, Bottisham and Coleridge, and occasional classes at Cottenham. 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>				
No. of wks	1	Terms	1		
Fee	£46	Concessionary Fee	£34		
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		<p style="text-align: center;">This workshop is suitable for everyone, whether or not you have prior calligraphic experience</p>			
Course aims & objectives					
<ul style="list-style-type: none"> ○ Using the Neuland lettering style as inspiration, design a drawn letter (or short word) for a greeting card. ○ Emboss the letter/s onto paper, adding additional decorative elements as wished. ○ If wished, combine the embossed letter with pen calligraphy (for those who already have some calligraphic experience). 					
Progression – after this course what might you do next?					
<p>Join an ongoing weekly calligraphy class if not already attending.</p>					
How progress & success will be recorded					
<p>Everyone will enjoy working on their own individual project and sharing ideas with the group</p>					

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

Materials/ equipment required

Participants will require:

- An embossing tool – these are widely available. It is like a small metal ball on a plastic or wooden handle, about the size of a pen. They usually come in sets of 3 or 5, double-ended, with different sizes of ball, from suppliers such as The Range, or Amazon, for around £4 - £5. The tutor will have one or two available to borrow if you cannot obtain your own.
- Paper - any cartridge, drawing, watercolour or printmaking paper should be fine, not too thin, perhaps in the 150 – 200gsm range would be best. Fabriano Accademia drawing paper will be on sale from tutor on the day, 16p-25p/sheet.
- Sheet/s of thin card (e.g. cereal packet or similar)
- Tracing paper (on sale from tutor on the day, 25p/sheet)
- At least one Automatic Pen, suggested size no 5 or no 6 - size 4 also OK. These are chunky pens available online from Blots Pens or Scribblers, price around £13. There will be one or two available for you to borrow from the tutor if you cannot obtain your own.
<https://www.blotspens.co.uk/shop/category/calligraphy-pens/dip-pens/automatic-lettering-pens/> also available from <https://scribblers.co.uk/>
- Ink (black, non-waterproof) such as Chinese ink (available from tutor on the day, 50p for small jar)
- Water pot (old jam jar is fine) and cotton rag for cleaning nibs
- Pencils and rubber
- Exacto knife with no 11 blade, or other similar craft knife with sharp pointed blade – bring spare blades if possible
- Coloured crayons (optional)
- Masking tape

If you happen to have the following items, please bring them. However, there is no need to buy them specially, as the tutor will have one available to use

- Self-healing cutting mat
- Light box, and extension lead if possible
- Copy of *Decorated Lettering* by Jan Pickett (Search Press 2016)

If you already attend a calligraphy class, do bring along your portable drawing board, however if you do not have one, it will not be essential for this workshop.

Contact for further information	Adult Education: 01223 264721 commed@combertonvc.org

Enrolment and Payment

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

You can contact our office via the following:

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

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

We can currently accept card payments within our office based in Comberton Village College. We also accept cash and cheques made payable to The Cam Academy Trust. We will also be available to collect payments in person on all sites, at the beginning of each term. However, if that is not possible, we can send out secure payment requests for fees, via a text message and will notify you in advance of this, with an email.

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 holiday our office is open with reduced hours. Please note 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>