

Mondays from 10th January 2022

10 weeks, 7.00pm—9.00pm (*term time*)

£155

OR

Wednesdays from 12th January 2022

10 weeks, 7.00pm—9.00pm (*term time*)

£155

(*Fee includes clay & firing*)

Covid-19: Please be assured that we will do everything to ensure that you are safe while you are learning with us. We will adhere to all government and college guidelines and regulations which are in place at the time of your course; and all learners will need to ensure they comply with all government and college policies and procedures.



You will have the opportunity to explore, create and express your ideas in the versatile medium of clay. Practise a range of techniques including hand building, throwing, decoration and glaze effects using a variety of stoneware clays, slips and glazes. Instruction and one-to-one support will be given, beginners will have the opportunity to learn a traditional skill and those wishing to improve will be able to further develop and practise the art of ceramics in a friendly and relaxing atmosphere.

Learning outcome

Classroom based. Practical workshop producing functional and decorative pottery.

What you need to bring to the first session

Apron/overall.

On completion of the course, what might your next steps be

To re-enrol and make more pots!

Extra costs on the course

Clay and firing is included in the price of the course - an additional fee may be charged for large quantities of clay being used - Tutor will advise.

Enrolment & payment

Booking Forms available from the website <http://community.cvcweb.net> or from the College. You can also enrol by phone on 01954 288751. Payment can be made by cheque, payable to Astrea Academy Trust, cash or credit/debit card in person, over the phone or by completing the section on the booking form and posting it to the College. Please note refunds can only be made if a class is cancelled or closed.

Equalities Statement

Cottenham Village College operates an Equality of Opportunity Policy. We believe everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a learning community based on mutual respect and trust. We welcome people with disabilities and those with special needs, learning disabilities, epilepsy, dyslexia, hearing impaired and partially sighted. Please contact us in confidence to discuss any support you may need.

Those receiving the following benefits may be entitled to a concessionary rate for courses at the discretion of the college:

Working Family Tax Credit; Universal Credit; some means tested benefits; 'Guaranteed Credit' element of Pension Credit.

Please note that proof of above will be required otherwise full fee will be due.

Cottenham Village College · High Street · Cottenham · Cambridge · CB24 8UA · 01954 288751

Email : community@astrecottenham.org · Web : <http://community.cvcweb.net>

Cottenham Village College

Adult Learning Terms & Conditions 2021-22



Enrolment and Fee Policy

For full course information: <http://community.cvcweb.net>

You can book your chosen course by completing a booking form that you can download from our website and posting it with a cheque payable to Astrea Academy Trust for the course fee (please do not send cash).

We accept bookings over the phone, please have your credit/debit card to hand.

We welcome enquiries by email but please DO NOT quote your card payment details.

Enrolments are welcome throughout the year.

Courses with fewer than the minimum number of learners may have the option of continuing on payment of supplementary fees.

Fees

Fees are payable in full at the time of booking a course. We accept payment by all major debit and credit cards, cheques (payable to Astrea Academy Trust) or cash in person.

Please note, should you withdraw from a course that continues to meet you will still be liable to pay any outstanding fees.

Refunds will be paid in full if a class is unable to start due to insufficient enrolments.

Refunds cannot be given if a course has already started, unless you cancel your place for medical reasons, in which case a Doctor's Certificate is required.

Concessionary fees MAY be available if you are:

in receipt of the "Guaranteed Credit" element of the Pension Credit

in receipt of a means tested benefit

in receipt of Universal Credit

in receipt of Working Tax Credit

Please contact the Adult Learning Office. Proof of the above will be required.

DATA PROTECTION: OPT-IN to receive information about courses – if you wish to receive information about our courses please go to <http://community.cvcweb.net> and follow the link to OPT IN to enable us to keep you updated.

Cottenham Village College aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 GDPR and the Data Protection Act 2018 (DPA 2018). To see our data protection policy please go to: <https://www.astrecottenham.org/wp-content/uploads/2019/07/Astrea-Data-Protection-Policy-2019-21.pdf>

Learner Information

If you have given us your email address, you will receive confirmation of your place following enrolment. If

you don't receive this, please contact Adult Learning 01954 288751 or Email: community@cvcweb.net

Please note that we attempt to run classes on consecutive weeks, however if this isn't the case we will let you know the dates in advance as far as possible

In the event of Tutor illness or school closure due to severe weather conditions resulting in a cancelled class, an additional class may be offered at the end of the course

PAT Testing – any personal electrical items used on school premises must hold a current PAT certificate unless under 1 year old, eg: Sewing Machine, Overlocker, etc

Equality & Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage 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.

Learning support and support for people with special needs

We welcome learners with disabilities, learning difficulties, medical conditions and other needs. If you would like to attend a class but feel you may need support, please contact the Adult Learning office on 01954 288751 for a confidential discussion.

Safeguarding

We've made arrangements to ensure that you are safe in Cottenham Village College. If you feel you are not safe for any reason, eg. through verbal or physical abuse or you have been discriminated against, tell your Tutor or the Adult Learning Manager, who will investigate to ensure your safety.

Transport Difficulties

If you would like to attend a class but have no transport, please contact us on 01954 288751.

Learning Partners – if you are interested in being a learning partner in a class of your choice (you do not pay fees) to enable you to offer help to someone requiring support, please get in touch with us 01954 288751.

Insurance & Losses

Cottenham Village College cannot accept responsibility for accidents to members of clubs and classes other than those covered by the College's Public Liability Insurance. Nor for loss of personal property left on the premises or in a car. Nor for damage to cars and bicycles – parking is at your own risk.

National Careers Service provides free information and guidance on all aspects of learning, skills development and employment. Go to www.cambsals.co.uk and click on 'I need some advice' or Tel: 0845 6031059 for information.