








Course Information 2017/18

Glass Christmas Decorations

Start Date	29 November 2017
Time	6.00pm until 9.00pm
Day of week	Wednesday
Number of Weeks	1
School Holiday Dates PLEASE NOTE CLASSES WILL NOT RUN DURING SCHOOL HOLIDAYS & OPEN EVENINGS	Autumn Half Term: 23-27 October 2017 School Open Evening 5 th October 2017 Christmas Holiday: 20 Dec 2017 - 4 Jan 2018 Spring Half term: 12-16 February 2018 Easter Holiday: 30 March - 13 April 2018 Summer half Term: 28 May - 1 June 2018
Venue	ELY COLLEGE
Course Fee	£ 20.00 Concessionary Fee: £15.00 Fees are payable by cash in person or cheque payable to Ely College
Course Level	Mixed ability
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	All tools for use in the sessions will be provided by the tutor. An additional materials fee of £20 will be payable to the Tutor on the night
Any skills or qualifications needed for entry to the class	No previous skills or experience required
Materials required for first class	None
Course description - Including aims & objectives A fun, hands-on workshop for anyone who would like to try working with glass. You will work with a number of pre-cut shapes of glass and will also need to do a small amount of glass cutting. We will be making 6 decorations - there will be 3 different designs and you will make 2 of each. As glass needs 8-12 hours in the kiln, your pieces will be taken home by the tutor and fired. They can then be collected from the school within a week.	
How Progress & Success will be recorded: Throughout the evening, you will be supported by the tutor, who will encourage you to develop your cutting and design skills allowing you to become more confident which will show within your pieces.	

Any further next steps	
What else will you need to do	We ask all students to complete an enrolment form which asks for details required by the Education & Skills Funding Agency & the county council and is a requirement of entry to the course. We ask for full payment prior to the course beginning. Please note refunds can only be made if a class is cancelled or closed.
Safeguarding	We have made arrangements to ensure you are safe in 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 tell your tutor or the centre manager. We will investigate and try to resolve the situation
What else do we ask of you	Please can you let us know if you have any attendance problems and if you are not able to attend the class (contact details below). We like to know if you have a problem.
How do we know if you are happy with your course	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course. We welcome feedback & comments to help us improve our services & courses.
<p>Equalities Statement</p> <p><i>"The County Council operates an Equality of Opportunity Policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have any specific needs which might affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that 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."</i></p>	
<p>Please contact us for further information Tel: 01353 664853 Email: community@elycollege.co.uk Web: www.elycollege.com/community Address: Community Education, Ely College Downham Road, ELY, Cambs CB6 2SH</p> <p> Follow us on Twitter @Elycommedu</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  ADULT LEARNING AND SKILLS Cambridgeshire County Council </div> <div style="text-align: center;">  Cambridgeshire County Council </div> <div style="text-align: center;">  Education & Skills Funding Agency </div> <div style="text-align: center;">  European Union European Social Fund Investing in jobs and skills </div> </div>	