Successful markets are illustrations of the old rule: you only get OUT of something as much as you put INTO it. This Letter of Undertaking is part of the ‘inputs’:

* We need to know who you are and what your requirements are.
* You need to know what the school expects of you as a trader – the agreement.

The purpose of this circular is, as the title suggests, to formally introduce our School Market to the broader school community. ‘Formally’ is the operative word here, because – as everyone is aware – we have already held two very successful markets on the school grounds, in April and May.

It has been our intention, ever since the idea was first mooted at the Governing Body meeting last December, that the monthly market should become something of an institution at the school – a welcome break from the rigours of formal teaching and learning and provide an opportunity to exercise that spirit of creativity that lurks in us all. We would be lacking as a school, if we failed to give our learners some first-hand exposure to the cut-and-thrust of business. A well organised school market provides a superb platform for our learners to showcase a variety of talents – more than the mere exchange of goods and money. The words of R.L. Stevenson are apt: ‘Everyone lives by selling something.’

In line with the above philosophy of what a school market day can be, we have decided to use a specific theme for each market. This will provide a focus around which stalls may be fitted out, and in some cases this may generate new ideas for both content and presentation.

Practical arrangements and other pieces of information are detailed in the following pages – including a list of registered stalls in Appendix 1.

# Practical arrangements

These are important. A school market involves many people and a lot of equipment. There are at least as many people who deal with the myriad of administrative functions, as there are traders eager to sell their wares – not to mention the crowds of buyers eager to oblige. Many of these administrative activities take place before and after the event: what Joe Public witnesses on market day is the real deal – literally the proverbial tip of the iceberg.

The general layout of the trading areas will remain unchanged (see further under Location & facilities below), as will the use of various locations within the school buildings for key management functions. The Staff Area will continue to be used as a general control centre, for the sale of tickets for the craft workshops, the announcer (PA system) for all the great deals, the drop-safe for monies collected, the first-aid point in case of any mishaps, and so forth.

# Stall administration

Healthy stall administration is key to a successful market. The Deputy Head, Mrs Strives, has been appointed to oversee this function, and she is assisted by an able team of volunteers. Items from arts and crafts to foodstuffs to garden produce are on sale, and a glance at the registered stall types in Appendix I will confirm that a professional approach is required to manage all the storage and other requirements. Juggling acts are best performed by professional jugglers!

Location & facilities

The location of the various stalls is largely dictated by the nature of the products being traded, and we have learned a few valuable lessons dealing with the trial markets in April and May. Soft furnishings, clothing and many craft items are best traded indoors, or at least under suitable cover; hot and cold foodstuffs and takeaways can safely be relegated to outside

The school kitchen may be used, as before, for general warming, cooling, refrigeration and cleaning purposes, especially for the smaller traders who do not require dedicated facilities. Prefects will supervise the use of these.

The corridor and classrooms along the west wing will be made available for traders who require a more secure or sheltered trading environment. Advantages of this location include better working surfaces, laid-on electricity, and the provision of overhead projection facilities (for which an additional deposit will be required).

What if it rains? The school hall and the interior quadrangle with its colonnaded area have been identified for PLAN B, which is simply stated: move as much of the market as possible indoors. We hold thumbs that the weather will continue to play along with us, but must be prepared for all contingencies. Any decision in this regard will be communicated to all concerned ASAP.

# Traders

Our traders – and the spirit that they bring – are the heart of the undertaking. To keep the market within a manageable size, and to preserve the indigenous ‘school flavour’, we have decided NOT to open trading to the outside community (although several requests have been received). Traders are thus limited to parents, staff members, and of course the learners themselves.

# Agreement

* To provide the items for sale in a serviceable condition (no alcohol or tobacco products please!).
* To arrive at the premises no later than 8:30, to prepare the stall.
* To be in personal attendance at the stall for the duration of the market (9:00 – 14:00).
* To deal fairly with all customers and to charge equitable prices.
* To respect the property and grounds of the school.
* To use water and electricity (as supplied) sparingly, and with due regard for safety.
* To return all items belonging to the school (kitchen utensils, etc.) before leaving the premises.
* To declare all sales, and to hand over 15% of this to the school upon the conclusion of the market.
* To clean up the stall area directly after each market, and leave it in a good condition.

The Agreement below ticks the second box for you. While these are not strictly legal requirements, they do provide a set of guidelines. Please complete and return this to Mrs Strives.

Name:       Category:  Selling:

**Requirements:**

***Note:*** *The school will supply a maximum of TWO extra chairs per stall. A surcharge will be applied for electricity.*

Chairs:       Electricity:

# Agreement

I / we, [name, surname], having applied to become a trader at the Secondary School Market, hereby agree to the following:

* To provide the items for sale in a serviceable condition (no alcohol or tobacco products please!).
* To arrive at the premises no later than 8:30, to prepare the stall.
* To be in personal attendance at the stall for the duration of the market (9:00 – 14:00).
* To deal fairly with all customers and to charge equitable prices.
* To respect the property and grounds the school.
* To use water and electricity (as supplied) sparingly, and with due regard for safety.
* To return all items belonging to the school (kitchen utensils, etc.) before leaving the premises.
* To declare all sales, and to hand over 15% of this to the school upon the conclusion of the market.
* To clean up the stall area directly after each market, and leave it in a good condition.
* To advise the Market Management Team timeously, of any change in particulars.

Signed at: Date:

Name: Surname:

*(please print clearly)*

*[Trader Signature]*