Highrise Secondary

Circular No. 3 Sunday, 21 May 2017

**Dear Staff, Parents and Learners**

School Market

Warm greetings from the School Office! 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 that the monthly market should become something of an institution at the school: a welcome break from the rigours of formal schooling and 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. Please diarise the following market dates and themes for the remaining months of the year:

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| **DATE** | **THEME** |
| Sat 30 Sep | Spring has sprung |
| Sat 25 Nov | A few of my favourite things |
| Sat 27 May | All things bright and beautiful |
| Sat 24 Jun | Bring on the winter cheer |
| Sat 28 Oct | Something new, something old |
| Sat 29 Jul | Gizmos and gadgets |
| Sat 26 Aug | You snooze – you lose! |

# 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.

A senior management member will also be on duty in the Staff Area always, to keep an eye on things and to provide general support. The School Bursar will also be on duty throughout the day, to fulfil the all too familiar request ‘Please may I have some change’. For security purposes, she will provide this service from the secure precinct of the Finance Office.

## 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.

**RENT A SPOT**An electronic application form, together with a questionnaire, has been created in order to formalise the application process. It includes a letter of undertaking (sort of ‘terms of agreement’) that every trader must agree to: while not a strictly legal requirement, this does help us to establish a measure of understanding of what is expected of the traders, and what constitutes fair practice. A database has also been created to manage these and other details, and to draw up ad hoc reports.

### Items on sale

We have identified five categories of items that will be sold:

* Pastries
* Clothing
* Craft
* Bric-a-brac
* Produce

Within these categories there is a veritable wealth of different items that will be sold. There are as many different schools of thought as there are people. Each trader has his or her own (and often very divergent!) idea of what a pencil case should look like, or of how many cherries should adorn a fruit cake – you get the idea. Even so, the actual items on sale will naturally differ from market to market. Fashions and trends are skittish and unpredictable, even within the space of a term.

The emphasis is on home-grown, home-baked, home-sewn, home-crafted ... basically HOME-MADE. Nothing bought wholesale from elsewhere will be allowed to be sold at our market. There is a place for mass-produced goods and the vending thereof, but we wish to promote the burgeoning talents within our local school community.

