


Candidate 3 evidence

22/03/2020 Print Script

4/6

Circus in the Sky
16 Robertson Street
Glasgow
G2 8DU 1E

E-mail: circus.sky@yahoo.co.uk 1L
Web: www.circusinthesky.co.uk 0K
Social media: @cits 1TF



Task 1
Quest for Adrenaline!

1F 0P

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22/03/2020

Print Script

2/9

Circus in the Sky

As the Admin Assistant, you will regularly use electronic communication when helping organise the Circus in the Sky tour.

Terminology:

| | |
|---------------|---|
| Favourites | The Favourites tool will be found at the end of the search bar. |
| Intranet | The Intranet protects the log in of the employee. |
| Search Engine | It allows the user to find multiple results in one search. |

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Word Processing/Desktop Publishing Software:

| | |
|---|---|
| 1 | Word Processing has a feature when it will upload pictures. |
| 2 | If the user cannot spell correctly it will fix the spelling for the user. |
| 3 | It also has a feature where it can use diagrams with 3D shapes. |

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Customer Service is a priority for us. If good customer service is not provided, there may be significant consequences:

| | |
|---------|--|
| Example | <i>The organisation spends time dealing with customer issues, leading to reduced productivity.</i> |
| 1 | The customers will not be happy with the organisation. |
| 2 | The staff will lose their morale and will not want to come back to work. |
| 3 | The customers will complain a lot more about their experience at the organisation. |

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Task 2

22/03/2020

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01/06/2020 to 07/06/2020

Page 1 of

Calendar

3/6


| | 1 Jun Mon | 02 Tue | 03 Wed | 04 Thu | 05 Fri | 06 Sat | 07 Sun |
|----|---|--|--|--|--------|--------|--------|
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | Primary School Acrobatic Skills Workshop | | | | | | |
| 14 | 0M | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | Safety Inspection Lews Castle (Stornoway, S) | | | | | | |
| 18 | 1M | | | | | | |
| 19 | | | | | | | |
| 20 | | Circus in the Skv show Lews Castle (Stornoway, S) | Circus in the Skv show Lews Castle (Stornoway, S) | Circus in the Skv show Lews Castle (Stornoway, S) | | | |
| 21 | | | | | | | |
| | | | | | 1R | | |
| | | | | | | | 1P |

Task 3

05/03/20

22/03/2020 Print Script

Tasks - [redacted].sch.uk Page 1 of 1

Outlook 

New Delete Categories Charm Complete

My tasks Active

Flagged items and tasks Posters must be collected

Beyond next month

Posters must be collected Due 18 May 2020 Edit

18 May 2020

OTR

OT

[redacted] Task 3 [redacted] 05/03/2020

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22/03/2020

Print Script

2/5

Acrobatic Skills Workshop

| Workshop Stations | Details |
|-------------------|--|
| Juggling | Learn the art of juggling by starting with scarves and moving on to beanbags. This activity is excellent for hand-eye co-ordination. Participants will develop basic throwing and catching skills. |
| Happy Hula | Learn the art of hula hooping. Kids will cover waist hooping, lifts, vortexes, body rolls, throws, jumps and more. This provides a solid foundation for kids to develop their own style. OR |
| Tightwire | Learn the art of balance by walking along a suspended broad beam. Kids start with ground balancing activities, then move on to broad beam assisted walking, working towards unassisted walking. |
| Ezee Trapeze | Learn the art of trapeze, including rope and aerial skills. Kids will enjoy an adrenaline-filled activity with self-confidence rewards. |
| AcroBalance | Learn the art of balancing with other people to create different shapes. Kids will improve core strength and flexibility as well as learning teamwork, trust and respect. OK |
| Stilt Walking | Learn the art of walking on mini-stilts. Kids will move comfortably in each direction on their "legs". This activity is a great tool to build body awareness and balance. OK |

What to Wear

Wear comfy, layered, snug clothing. Wear socks and have legs covered. Don't wear skirts or shorts, unless these are over leggings. All jewellery will need to be removed.

| BENEFITS | | |
|---|---|--|
| EDUCATION | SOCIAL | PHYSICAL |
| Improves: <ul style="list-style-type: none"> • Mathematic Skills • Physics • Performance • Concentration • Creativity • Problem Solving | Improves: <ul style="list-style-type: none"> • Confidence • Self Esteem • Teamwork • Communication • Patience • Persistence | Improves: <ul style="list-style-type: none"> • Co-ordination • Flexibility • Reflexes • Rhythm and Timing • Balance • Body Orientation |

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Task 4



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6/10

Circus in the Sky
16 Robertson Street
Glasgow
G2 8DU



E-mail: circus.sky@yahoo.co.uk
Web: www.circusinthesky.co.uk
Social media: @cits

RF/JC

05 March 2020

«Job_Title»

«School_Name»

1M

«Address_1»

«Address_2»

«Postcode»

Dear Head Teacher

FREE ACROBATIC SKILLS WORKSHOP

We are touring Scotland this year with our 2020 Circus in the Sky show. We will be in Stornoway delivering one show-stopping, acrobatic performance per night in our big tent between 2-4 June 2020 at Lews Castle.

We realise the important and challenging job a Primary Teacher has in order to cultivate the potential of each young person in their care, particularly in such financially demanding times. This is why we would like to use our skills, while in Stornoway, to help.

Circus in the Sky will be holding a free Acrobatic Skills Workshop for young people between 5-10 years of age on Monday 1 June 2020 from 12.30 pm to 3.30 pm. Young people will meet our team of performers and listen to a highly motivational and inspiring talk from our Ring Master. They will then rotate around 6 workshop stations, where they will learn different acrobatic skills.

Please find enclosed a flyer providing details of the activities at each workshop station. It also outlines the educational, social and physical benefits for participants and details of appropriate clothing they should wear to ensure both comfort and safety.

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22/03/2020

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We hope «School_Name» be able to take advantage of this opportunity and join us for this unique and exciting event. We have a range of videos on our website that showcase our previous tours and free acrobatic skills workshops. Feel free to watch these to give you an idea of the skills our acrobatic team have and how effective our workshop is.

Our dedicated team will ensure that your young people have an experience they will never forget.

If you are able to attend, please e-mail us at circus.sky@yoho.co.uk by 18 May 2020 and provide us with approximate numbers of participants.

We look forward to hearing from you and hopefully meeting you on the day.

Yours sincerely

Rosa Fedigan
Tour Manager

Task 5

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Circus in the Sky
16 Robertson Street
Glasgow
G2 8DU



E-mail: circus.sky@yahoo.co.uk

Web: www.circusinthisky.co.uk

Social media: @cits

OH

RF/JC

1R

05 March 2020

Head Teacher
Marystone Primary School
Benadrove Road
Marybank
HS2 0CH

1S

Dear Head Teacher

FREE ACROBATIC SKILLS WORKSHOP

We are touring Scotland this year with our 2020 Circus in the Sky show. We will be in Stornoway delivering one show-stopping, acrobatic performance per night in our big tent between 2-4 June 2020 at Lews Castle.

We realise the important and challenging job a Primary Teacher has in order to cultivate the potential of each young person in their care, particularly in such financially demanding times. This is why we would like to use our skills, while in Stornoway, to help.

Circus in the Sky will be holding a free Acrobatic Skills Workshop for young people between 5-10 years of age on Monday 1 June 2020 from 12.30 pm to 3.30 pm. Young people will meet our team of performers and listen to a highly motivational and inspiring talk from our Ring Master. They will then rotate around 6 workshop stations, where they will learn different acrobatic skills.

Please find enclosed a flyer providing details of the activities at each workshop station. It also outlines the educational, social and physical benefits for participants and details of appropriate clothing they should wear to ensure both comfort and safety.

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22/03/2020

Print Script

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1PB

We hope will Marystone Primary School be able to take advantage of this opportunity and join us for this unique and exciting event. We have a range of videos on our website that showcase our previous tours and free acrobatic skills workshops. Feel free to watch these to give you an idea of the skills our acrobatic team have and how effective our workshop is.

Our dedicated team will ensure that your young people have an experience they will never forget.

If you are able to attend, please e-mail us at circus.sky@yoho.co.uk by 18 May 2020 and provide us with approximate numbers of participants.

We look forward to hearing from you and hopefully meeting you on the day.

Yours sincerely

Rosa Fedigan
Tour Manager

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Task 5

22/03/2020

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2/4

Circle in the Sky

OK

1TF

2nd - 4th June 2020

7-9pm

Lews Castle, Stornoway

Social Media: @cits

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Ticket Costs:

Adults - £18

Concessions - £14

Ticket enquiries:

Circus.sky@yahoo.co.uk

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Task 7

22/03/2020

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5/7

ACT TWO

Laney Duda
(Juggler)

Yann Garric
(Flame Thrower)

Mabel the Marvel
(Trapeze Artist)

Juan Carracedo and Mindy Boyer
(Hula Hoop Trapeze Artists)

Act Two Finale



1G

Task 8

ACT ONE

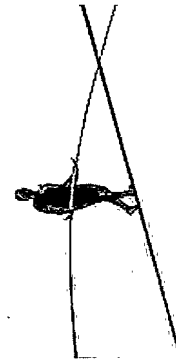
Phillipe Kovač
(Tightrope Walker)

Martin Lopez
(Aerial Silk Artist)

Roberto Lecini and Salvatore Spaan
(Acrobatic Aerial Artist and Drummer)

Luca Facano
(Stunt Performer)

Act One Finale



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Task 8

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22/03/2020

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Task 8




Circus in the Sky Tour Dates

| VENUE | DATES |
|-----------|-----------------|
| Benbecula | 9-12 June 2020 |
| Inverness | 16-19 June 2020 |
| Kirkwall | 23-26 June 2020 |
| Aberdeen | 7-10 July 2020 |

With special thanks to our Ringmaster - Mr Magnus Fields.

#circusinthesty

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Circus in the Sky

Lewis Castle, Stornoway
2nd - 4th June 2020
7 - 9pm

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OK

Task 8



22/03/2020

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05/03/20 **8/12**

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Circus in the Sky

1TS

2nd – 4th June 2020
Lews Castle, Stornoway



Welcome

Welcome to "Circus in the Sky", an adrenaline-fuelled stunt action show that is sure to wow our audiences!

Before the show begins, please pay attention to the following important messages about our performance and venue.

OK

OK







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Important Information

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1. Keep personal belongings with you at all times.
2. Report concerns immediately to staff members
3. Identify your nearest emergency exit.
4. If the fire alarm sounds leave via your nearest emergency exit.

Headline Performers

| | | | |
|------------------------------------|--|------------------------------------|---|
| Magnus Fields Ringmaster |  | Martin Lopez Aerial Silk Artist |  |
| Phillipe Kovač Tightrope Walker |  | Yann Garric Flame Thrower |  |
| Mabel the Marvel Trapeze Artist |  | Laney Duda Juggler |  |

OPH

Where Next?

| VENUE | DATES |
|-----------|-----------------|
| Benbecula | 9-12 June 2020 |
| Inverness | 16-19 June 2020 |
| Kilmall | 29-30 June 2020 |
| Aberdeen | 7-10 July 2020 |

1HF

Cafe

Please visit our cafe before the show starts or at the interval. We have a range of food/drinks on offer including:

- Variety of soft drinks
- Bottles of water
- Ice cream
- Popcorn
- Candy floss
- Hot dogs
- Nachos

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Stornoway 2020

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1/5

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Directions to Lews castle:

Stornoway Lewis Ferry Terminal

Stornoway HS1 2AE

- > Take Shell St to James St/A866 in Scotland
2 min (0.3 mi)
- 📍 At the roundabout, take the 2nd exit onto James St/A866
50 s (0.2 mi)
- 📍 At the roundabout, take the 1st exit onto Matheson Rd/B8027
2 min (0.5 mi)
- 📍 At the roundabout, take the 2nd exit onto Macaulay Rd/A857
19 s (410 ft)
- > Drive to your destination

Flight from Glasgow to Stornoway

0S

Trip # 1 Direct 15 Kilograms 1H 0M One Way Economy Total Price £110 Taxes & Fees Included [Book Online](#)

LM474 GLA Glasgow Intl 12:45 31 May SY Y Stornoway Arprt 13:45 31 May

[Economy](#) Flight Detail

Flight from Stornoway to Benbecula

1B

Trip # 1 Direct 15 Kilograms 30 Mins One Way Economy Total Price £47 Taxes & Fees Included [Book Online](#)

LM155 SY Y Stornoway Arprt 15:05 05 Jun BE B Benbecula Arprt 15:35 05 Jun

[Economy](#) Flight Detail

Task 10

22/03/2020

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The local newspaper: The Stornoway Gazette

The Telephone Number for the Stornoway Gazette: 01851 702687

ON

Task 10

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