

1. CLASS TIMES

Please attend punctually.

2. CLOTHING AND PROTECTION

You are required to provide your own apron and keep it clean. We will not store aprons.

3. CLEARING UP

Please start to clear away and **15 minutes** before the end of class. Your table can also be sanitised before and after use if you wish.

4. FOOD AND DRINK

Food and drink is **NOT** allowed in the studio.

5. STORAGE

There is no storage available for learners' personal tools and equipment.

6. COATS

Will need to be hung up or folded away in bags and stored under tables to avoid creating trip hazards.

7. BAGS AND TOOLBOXES

To be stored under tables or clearly to sides of workstations to avoid creating trip hazards.

8. RESPECTFUL LANGUAGE AND BEHAVIOUR

To be used towards all members of Medway Adult Education staff and learners.

9. PAYMENT SYSTEM

Some materials may be available to purchase from the centre at reception.

Please sign your acceptance of the studio terms of use:

Name.....

Signed.....