

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.

Closed toed shoes are required -open sandals and flip flops are not suitable in the studio.

Jewellery is to be removed where possible before using the pottery wheels, and wear long hair tied back so as not to spin your hair in your pot or wheel! Loose clothing is also not allowed.

3. CLEARING UP

Please start to clear away and 'wet clean' **15 minutes** before the end of class. Always clean up using a wet sponge– dust can remain air-borne for days! **Sanding** of pots is not allowed for this reason.

- Clean working areas (such as wedging table) **immediately** after finishing.
- Please put tools and materials back on the correct shelf or drawer.
- Damp cupboard –learners are responsible for wrapping their work away and labelling with a date.
- Empty out any spray water bottles you have used.
- Always brush your feet on the mat outside the studio.

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 folded and stored under your table. Please bring a suitable carrier bag to protect against dust.

7. DAMP, GLAZE and KILN ROOMS

These areas are for **STAFF ONLY**. Learners or members of the public will not be allowed into these areas for H&S reasons.

8. PAYMENT SYSTEM

Cost of clay and firing is not included in the course fee for most courses. Payment will be required at the finished greenware stage. This will mean that only pieces which learners have made a commitment to keep will be fired. **Only paid items will be placed into the kiln room ready for firing.** This system is commonplace amongst other education providers and potteries and discourages waste.

9. GLAZES AND CLAY

Only commercially prepared wet glazes and clay provided by Medway Adult Education may be used in the pottery. Work cannot be worked on at home in between classes unless part of our online programme.

10. RESPECTFUL LANGUAGE AND BEHAVIOUR

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

Please sign your acceptance of the studio terms of use:

Name.....

Signed.....