

## 1. CLASS TIMES

Please attend punctually.

## 2. CLEARING UP

Please start to clear away and **15 minutes** before the end of class. Collecting all pins to store safely as well as clearing away all fabric and thread scraps to the bin.

Your table can also be sanitised before and after use if you wish.

## 3. FOOD AND DRINK

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

## 4. STORAGE

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

## 5. COATS

Will need to be hung up on the hooks provided or stored safely under the desks in bags to avoid creating trip hazards.

## 6. BAGS AND TOOLBOXES

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

## 7. 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.....