

1. CLASS TIMES

Please attend punctually.

2. CLOTHING AND PROTECTION

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

Long hair to be tied back when using machinery. All learners **must** use safety goggles and visors for machines and tools.

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 on hooks provided or folded in bags and stored under your table. Please bring a suitable carrier bag to protect against dust.

7. KILN ROOM

Learners or members of the public must be accompanied by a member of staff in this area for H&S reasons.

8. 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.....