

SWANSPOOL CERAMICS TERMS & CONDITIONS OF STUDIO USAGE (STUDENTS)

STUDIO USAGE

1. All students registered on a weekly course enjoy use of the studio facilities¹ outside of class time to practice skills learned in class or to catch up on any class time missed. Details of studio-access times are displayed on the noticeboard in Studio 3.
2. If you are unable to attend a class for any reason, if at all possible please call the studio to let your tutor know. You are welcome to attend any alternative appropriate class to make up the class time missed; where no alternative appropriate class is available, your tutor will endeavour to arrange for you to have a short catch-up demonstration at a mutually convenient time (*please be aware, though, that this cannot be guaranteed and the studio is under no obligation to provide a catch-up session for individuals who have missed classes*).
3. Should the studio be forced to cancel a class during your course (e.g. due to a studio/tutor emergency, inclement weather), a replacement class will be arranged at a time to suit all students.
4. Please be aware that no refunds/access-extensions can be granted for missed classes or unused studio-access time; no refunds can be issued for dropping out of a course once it has commenced.

HEALTH & SAFETY

1. No smoking is permitted anywhere in any studio.
2. When working or storing work, ensure that you do not block doorways or gangways.
3. When attending classes and using the studio outside of class time, all students are required to sign in and out in the Sign-In Book located on the main desk in Studio 3.
4. Shoes must be worn in the studio at all times (no open-toed footwear), long hair must be tied back and no loose clothing (e.g. scarves, ties) is to be worn when working.

CLEANING

1. All tools and working equipment (tools, ware boards, glaze brushes, tongs, etc.) must be washed thoroughly in the clean-up bins and returned to the appropriate storage location. Your tutor will give you guidance on clean-up procedures.
2. Wheelheads and pans must also be cleaned thoroughly, working surfaces and floor areas must be wiped/mopped and all work-in-progress must be stored on your allocated shelf. Student work must not be stored on Teachers' Shelves, unassigned shelves, windowsills or the floor: if you are short of space on your shelf, you must process some of your existing work to free up more space or else take some of your work home with you. Please do not cause embarrassment to studio staff by asking for additional storage space.
3. Clay slop is to be disposed of in the slop bin only and **NOT** down the sink or lavatory: the sieve fitted to the top of the slop bin is for catching tools; all chunks of clay are to be placed directly in the slop bin and not left sitting in the sieve.
4. Dry, unfired clay/pots/trimmings are to be disposed of in the designated blue buckets in each studio.

Keeping the studio clean and tidy is a shared responsibility of all students and members: if left to dry, clay and glaze spills will create silica dust, which is EXTREMELY harmful to health.

KILNS & FIRING

1. Only designated members of studio staff are permitted to load/unload and fire the studio's kilns. Do not touch any of the kilns under any circumstances.
2. Kilns are fired around the clock: a Kiln Status schedule is displayed on the notice board in Studio 3.
3. Work for bisque- and glaze-firing respectively must be placed on the appropriate firing shelves in either Studio 2 or Studio 3 (follow your tutor's instructions as to which studio your work is to be placed in for firing).
4. All work placed on shelves for bisque-firing **MUST** be marked with your name/initials: unmarked work will be recycled.

While studio staff take every precaution to handle pieces carefully when loading/unloading the kiln, please understand that dry greenware is extremely fragile and that there are always risks inherent in the kiln-firing of ceramic work. The studio cannot accept any liability for damage occurring to ceramic pieces.

¹ A fair-use policy applies to use of the studio outside of class time: up to 15 hours per week of studio access are permitted outside of class time; students observed to be using the studio for longer than 15 hours a week may be asked to pay additional fees. If you wish to be able to use the studio for more than 15 hours per week, please speak to the studio manager to discuss the available options.

CLAY

Only clay purchased from the studio may be used in the studio, unless express permission has been given by the studio manager to use clay from other sources. Clay must be stored either on your allocated shelf or on the Communal Clay Shelves. No clay is to be stored either on the Teachers' Shelves or on the floor beneath shelf racks. Clay bags should be labelled clearly with your name using a marker pen: unlabelled clay bags stored on Communal Clay Shelves will be removed and disposed of/recycled.

GLAZES

Only the studio's own premixed glazes may be used in the studio: you may not bring in your own glazes unless express permission to do so has been given by the studio manager.

Glazes are to be applied according to the instructions displayed in the Glazing Area: if you require additional guidance, please speak to a member of studio staff.

WORK PRODUCED

Students are permitted to make unlimited pieces during class and inclusive studio-access time, up to maximum dimensions per piece of 20cm x 20cm². Only pieces created at the studio may be glazed & fired during your course: students wishing to make pieces at home but glaze and/or fire then at the studio may do so subject to separate firing fees. Please speak to a member of studio staff for details.

PROCESSING TIME

All work created during your course and placed on the bisque-firing shelf by the end of the penultimate class of your course will be fired ready to glaze³ during the final class of your course. Work placed on the bisque-firing shelf after the end of the penultimate class of your course but by the end of the Friday of the penultimate week of your course will be fired and ready for you to glaze⁴ by the end of the Friday of the final week of your course/inclusive studio-access period. Work placed on the bisque-firing shelves after the end of the Friday of the penultimate week of your course will **not** be fired in time for you to glaze before the end of your course. If you are continuing on to a further course or membership, any pieces outstanding may be glazed upon your return; if you are not continuing, any pieces outstanding may be taken away in bisque form, or, may be glazed and fired for a studio day rate of £20.

STUDENT LIABILITY-RELEASE

I, the undersigned, hereby agree as a Student, to abide by all the Terms & Conditions of Studio Usage set forth above. I further agree to indemnify and hold harmless Swanspool Ceramics, its Members, Employees, Tutors and Owner of the premises from and against any and all liability save and except for their sole negligence. I understand that participation in courses as a student may involve exposure to chemicals and materials known to be hazardous to health. I also further agree to the use of my image for the purposes of course publicity.

I confirm my personal information below is accurate. I understand that violation of any of the Terms & Conditions of Studio Usage detailed above may result in immediate termination of my class-enrolment without reimbursement by Swanspool Ceramics.

Student signature and date:

Swanspool Ceramics staff member signature and date:

Please tick here if you are happy for your email address to be added to our database: we will only use your email address to send you information about your current course, or to notify you of future courses. Under no circumstances will it be shared with any third party.

Name:

E-mail:

Telephone:

Emergency contact name:

Telephone:

² Students wishing to make pieces larger than these dimensions may do so subject to separate firing fees: if you wish to make a large piece, please speak to a member of studio staff for guidance on maximum kiln dimensions and firing fees.

³ Please be aware that chunkier pieces will take longer to dry and as such, to ensure that such pieces - and those belonging to other students/members - are not damaged during firing, it may not be possible to fire them in time for you to glaze either during your final class or before the end of your inclusive studio-access period.

⁴ Please be aware that chunkier pieces will take longer to dry and as such, to ensure that such pieces - and those belonging to other students/members - are not damaged during firing, it may not be possible to fire them in time for you to glaze either during your final class or before the end of your inclusive studio-access period.