



Adult Ceramics Class

Terms and Conditions

Effective as of July 2024

Please see below important terms and conditions that will be effective as of July 2024. Any inquiries can be sent through to the studio technician at sasha@gallerylanecove.com.au.

By enrolling in this class, you accept that you are subject to and in agreement with the following terms and conditions. Students must adhere to and uphold the practices outlined in the document to ensure a safe and fair studio environment for all. Failure to observe and uphold the following studio expectations, OHS requirements and safety procedures may result in a student's exclusion from the course without refund.

MATERIALS

REQUIRED

STUDENTS ARE RESPONSIBLE FOR BRINGING THE FOLLOWING MATERIALS TO CLASS. THE STUDIO IS UNABLE TO PROVIDE THE FOLLOWING:

- Basic Clay Toolkit, including kidney, clay cutters, throwing sponge, needle tool.
- Wet and Dry sandpaper
- Towel/ tea towel for throwing
- Respiratory mask suitable for filtering dust particles. N95 or P2/3 rating.
- Plastic for covering clay* Please see OHS terms and conditions for further information.

RECOMMENDED

THE FOLLOWING ARE COMMUNALLY AVAILABLE IN THE STUDIOS HOWEVER SUPPLY CANNOT BE GUARANTEED. WE STRONGLY RECOMMEND STUDENTS BRING THE FOLLOWING AS PART OF THEIR KIT:

- Additional bats.
- Newspaper for bats and storing works.
- Apron or smock. Ideally PVC/vinyl or nonabsorbent material.

CONSUMABLES

CLAY PURCHASING

Clay supplied by GLC+CS must now be purchased and paid for in full online prior to receiving the goods. Clay can only be purchased online via our website. Students must provide the teacher with proof of purchase and an invoice number before it can be supplied.

Students with unsettled payments from previous terms cannot purchase materials from the studios. They must first settle outstanding payments to access this service.

EXTERNAL GLAZE /CLAYS PERMISSION

Students wishing to use glazes or clay bodies sourced externally must first receive written permission from the studio technician before bringing them into the studios.

NEWSPAPER / PLASTIC SHEETING

Newspaper and plastic are never to be reused. Once finished it must be disposed of. Newspaper is provided however the supply cannot be guaranteed. Students are required to bring their own plastic covering. Recycled plastic from home is preferred to reduce environmental impacts however a roll of bin liners or plastic wrap can be purchased too. Any usable newspaper that students can donate to the studios is greatly appreciated.

STUDIO EQUIPMENT

Students are not permitted to remove any GLC+CS property from the studio. No equipment, supplies or tools are to be removed from space.

OHS

TRIMMING

All works should be fettered/ trimmed whilst leather hard. Any trimming of bone-dry work should be avoided. If work is being trimmed or finished whilst pieces are bone dry this must be done outside. Students must bring and wear adequate PPE. This includes a respiratory mask with particulate filter. (Minimum classification of N95 or P2/3). Works must be trimmed over a container filled with water to catch falling material.

STUDIO CLEANLINESS

Students are responsible for cleaning up after themselves and for resetting the classroom before the end of the class. Students must follow the teachers' instructions and follow the studio expectations for cleanliness. As follows:

To limit dust accumulation and inhalation all surfaces, tools and equipment must be clean, clay and dust free by the end of class. Students **must** follow procedures outlined below to reduce exposure to airborne particles.

SURFACES INCLUDE:

- *TABLETOPS*
- *BENCH TOPS*
- *CHAIRS*
- *STOOLS*
- *BATTS*
- *WHEELS*

CLEANING PROCEDURES:

Using the following procedures:

Using microfiber cloth to wipe down surfaces, students must use water spray to wet and clean surfaces with clay residue or dust present. The microfiber cloth must then be rinsed out as each time that clay is visible on the wipe. Repeat this step once more with water. The vinegar and water solution must then be used for the final step.

- Sponges should be used for mopping up excess clay and slurry on the throwing wheel. Then followed by the above process.
- Sponges and cloths are to be rinsed and wrung out before being returned.

- All cleaning is to be completed with wet or dampened sponges or cloths. No dry sweeping is permitted.
- Students are required to immediately clean any clay or glaze spilt, including from the floors, on the floor before it dries.
- Students are personally responsible for ensuring that they have cleaned any throwing wheels, Chairs, tables, tools, bats or equipment. Everything must be clean, dust free and returned to its correct storage location before they leave class.
- Students are responsible for cleaning shared areas as a team. This includes tabletops, benches, cupboard faces etc before they can leave the studio.

STORAGE SPACES

Students are responsible for supplying their own plastic coverings. Either recycled plastic can be used, or a roll of bin liners or plastic film can be purchased. Once clay has dried the plastic must be disposed of. It cannot be used multiple times due to loose dust. Students can seal it and take the plastic home to be cleaned if they wish, however, it cannot be stored anywhere in the studio space.

Students must use a sheet of newspaper between their bat and their work. Newspaper is only to be used once. Students must dispose of used newspaper immediately after its initial use.

Students may store purchased clay on the allocated shelving only. Any bagged clay must be double wrapped and completely sealed. They must also be labelled with students Full Name, Class and Date. Any clay incorrectly sealed, without a label, or stored in the wrong location will be disposed of immediately.

CLAY RECYCLING

Students are not permitted to leave clay scraps out to dry in the studio or storage areas. Any loose clay or scraps that are not securely sealed in an airtight container, labelled and stored on the class shelves will be disposed of immediately. Students who wish to recycle clay must dry it out using the heat guns/hair dryers during lesson time or must take it home to dry it out. Absolutely no loose or unsealed clay is permitted in the studio or storage areas.

ATTIRE

Students must wear the correct attire. This includes enclosed shoes and long hair tied back. Long and loose sleeves are not to be worn for wheel work. No food or drink is to be consumed in the studio. Any food or drink can be finished outside the studio or in the foyer upstairs.

ACCESS

Students are only permitted access to the studios during scheduled class hours. Unapproved access outside of class hours is strictly prohibited. Any external access must be discussed, approved by the studio technician and booked in beforehand.

STUDIO PROCEDURES

NO STORAGE DURING TERM BREAKS

Nothing is to be stored in the studio over the term breaks. Students are responsible for removing all their returned works, equipment and belongings by the final lesson. At the end of each term students are responsible for the removal of the following from the studios:

- Clay that has been purchased, Clay stored for recycling, any items kept in the storeroom.
- Any glazed works that have been returned to Students before or on the final class
- Any bisque works that have been returned to students before or on the final class
- Any personal, kit tools or belongings left in the studio
- Any incomplete work - All unfinished work not ready for firing and in the queue by the last lesson MUST be taken home by students.

Any works submitted to the kiln queue will not be disposed of.

Please be aware that anything else left in the space will be disposed of.

REASONABLE WORK TURNAROUND

The Studio is unable to cater to fast firing turnaround requests. Due to high demand students are required to wait 2 - 4 weeks during term for a piece to be fired and must work accordingly to that timeline.

KILN SHELF DAMAGE

There will be a minimum \$100.00 reparation fee charged to students for any damage caused to the kiln shelves from running glazes or unclean pottery bases. The base charge will be \$100.00 to cover labor costs. The cost for more extensive damage will be assessed based on the time taken to complete the repairs required.

COOKIES/SETTERS

Students are responsible for placing an appropriately sized setter under their work if there is a chance that their glazes will run. Students are responsible for making their own cookies and ensuring they are adequate size and quantity. Cookies are available for communal use but may not be relied upon.

UNFIRABLE WORKS

Students must ensure that the bases of all works are thoroughly cleaned prior to firing.

We will NOT fire:

- Wet work. All pieces must be bone dry.
- Work that contains foreign objects or experimental glazes. Glazes must be disclosed and approved by the Studio Technician.
- Work that contains newspaper or paper infrastructure that will burn off in the kiln.

A Return Station will be set up. Any work deemed not fit for the kiln will be returned to students to resolve during the next lesson. Be sure to check regularly that you do not have work returned here at the start of each class.

KILN QUEUE

Ensure works are placed in the correctly labelled box for the required firing schedule. Students must not handle or remove other students' work in the kiln queue.

WORKS CREATED OUTSIDE OF CLASS

Any work created either partially or fully outside of class hours will be charged as kiln hire. Creation of surplus work is not included in the term fees and will be charged separately unless otherwise discussed and approved by the studio technician before the work is submitted for firing.

KILN SHELF LIMITATIONS

The Kiln shelves are only 25 cm wide. Works that do not fit on a standard kiln shelf will take longer to be processed through the kiln than standard works. When the kiln is being packed priority will *always* be given to what will best benefit the cohort, not the individual. Larger pieces are not discouraged; however, priority is not given to large pieces that require exceptional accommodations in the kiln during communal firings. Students should anticipate considerably long processing times.

STANDARD SIZE LIMITATIONS - OVERSIZED WORKS

Any work that exceeds 25 cm on any length (H, W, D) will be charged a flat oversized firing fee of \$20 per work per firing. Any works exceeding 45 cm on any length (H, W, D) will be assessed, and an extra firing fee will be calculated before firing. You will be Invoiced for any oversized firing.

SIGNIATURE REGISTER

Students are to provide a signature at the start of the term. Students must use this mark on all their pieces for the term's duration.

CLAY AND MATERIAL SHORTAGES

Whilst GLC+CS make every effort to ensure there are adequate supplies of clay and glazes available for student use and purchase significant supply shortages and external factors impact our ability to source supplies. GLC+CS cannot guarantee access and adequate quantities of all materials as this is beyond our control. Certain products cannot be guaranteed regardless of previous supply.

SPECIAL INSTRUCTIONS

For any pieces that require additional instructions or special handling, ie extra fragile, contains loose pieces, areas that can't be handled, attach a note to your work. Please also send an email to the technician with a description, any requirements and images of your work.

We hope you enjoy the term with us at Galley Lane Cove + Creative Studios.

Feel free to contact any questions or feedback about the classes or the studios. Your feedback is a valuable tool to help us improve.

Sasha Satz

Gallery Assistant & Studio Technician

Studio Days: Monday, Wednesday & Fridays

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