

## Box Hill Community Arts Centre

### Ceramics Course Guidelines



#### General

- BHCAC is dedicated to offering a safe and enriching environment for you and our tutors to experience and share the arts. We endeavour to create an environment that is:
  - Safe;
  - Inclusive;
  - Conducive to learning; and
  - Free from harassment and bullying.
- No make-up classes are available at Box Hill Community Arts Centre.
- Students are not permitted in the kiln area or the storeroom.
- All due care is taken while firing and moving artworks, however breakages may occur.
- Please do not touch anyone else's ceramics.

#### Materials

- BYO apron and clean towel to each class.
- Clay is purchased in class – must be paid for at the beginning of class to the tutor. Please bring cash. A receipt will be issued.
- At the end of each term, please take home all unused clay and finished work.

#### Work in Progress

- Please ensure names or initials are on all work in progress.
- No dry sanding bisqueware.
- If you are sanding greenware or fettling back glazes, please do this over the sink or a bucket of water. Please wear a disposable mask while doing this.

#### Glazing

- Please ask the advice of the tutor before glazing if you are unsure.
- Wipe all bases.

#### Firing

- Firing and glazing is purchased in class.
- Full payment for bisque and glaze firing is required prior to work being glazed.
- All pieces prior to glazing must be weighed.
- Payments are made at the beginning of class to the tutor. Please bring cash – small change is great!
- Tutor will record your payment and you will receive a receipt. Please retain this receipt.

- You will be given a token for each piece of ceramics that you have paid for.
- Please place this token with your work on the relevant shelf for firing.
- If you are unsure of which shelf to put the pieces on, please check with your tutor.
- Any work that does not have a token will not be glaze fired.
- All work to go on the bisque shelf for firing must be leather-hard to dry.
- If you have bisqued and decided not to glaze fire your work – please pay tutor for bisque firing.
- Only work produced in the studio will be fired.

### **Collection of Work**

- All fired work must be taken home when finished.
- Shelves will be cleared after the first 2 weeks of the following term.
- Any work not collected after the first 2 weeks of the following term will be thrown out.
- If you are collecting work outside of your class time, please see Office Staff before entering the studio.

### **Cleaning**

- Please commence cleaning up 15 minutes before the end of your class.
- Please clean your area including table, chair and/or wheel before you leave.
- Please ask if you need to be shown how to clean the wheel.
- Please ensure all studio equipment, including hand tools, are cleaned at the end of each class.
- Clean all bats, boards and utensils that you have used in the class.
- All studio tools need to be returned to their allocated storage.