

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.
- All students must abide by BHCAC COVID-19 rules and regulations, as outlined on the BHCAC Website under 'Enrolment Information'.
- All students must adhere to social distancing and positioning of work stations throughout the class.
- 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.
- Please wear closed toe shoes.
- Work can only be made and glazed during class time.
- Only work produced in the studio will be fired.

Materials

- BYO apron and clean towel to each class.
- Clay is purchased from the office prior to the start of the class. A receipt will be issued. Please retain this receipt. If the office is closed your tutor will document your purchase and you will be invoiced directly. Prompt payment is preferred.
- Please discuss any outside clay with your tutor before purchasing. If clay is purchased outside of the Centre you will need to provide a note with your work of what clay you are using when you pay for glazing.
- At the end of each term, please take home all unused clay and finished work.
- Please store clay in its original bag in the allocated tub rather than other plastic bags.

Work in Progress

- Please ensure all work in progress has your name or initials clearly marked on all work.
- 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 bases of all work.

Firing

- All classes have a limit of 2.5kg of glazing and firing cost. Additional glazing and firing will be invoiced at the end of term. Prompt payment is preferred.
- All pieces must be weighed prior to glazing.
- 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 notify tutor for bisque firing so it can be documented.

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, unless exceptional circumstances arise.
- Any work not collected after the first 2 weeks of the following term will be thrown out, unless exceptional circumstances arise.
- If you are collecting work outside of your class time, please see Office Staff before entering the studio.

Cleaning

- Please clean and sanitise your work station and equipment used at the end of the class or when requested by the tutor.
- Please commence cleaning and sanitising 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.