5 week Monday Foundations course with Claudia Citton

Student Information sheet

This 5 week STEP-BY-STEP foundational course, aimed at beginners or students wishing to consolidate their skills. The class will follow a formal structure where students are guided through all early stages of wheel work, hand building, and decoration.

Output will not be the goal, but gaining confidence and proficiency in all these aspects of ceramics making.

The class will be very small with a 5:1 student teacher ratio allowing for personalised direction to be given to each student.

HOW TO ENROL
Enrolments can be taken at the Pavilion office or by phone.
Opening hours:

Monday–Friday: 9:00am – 5:00pm
Saturday & Sundays: 10am – 5:00pm.

Places are secured by full payment of fees, on a first come first served basis.

CLASSES
Class sizes are restricted to a maximum of 5 students per class. The entire course can only go ahead if this maximum number is met.
The Bondi Pavilion Pottery is located across the grassed northern courtyard at the rear of the building.

MONDAYS 1:00pm – 3:30pm CLAUDIA CITTON

The time before the class is preparation time for the tutor to get the studio ready for the class. The time immediately following the class is time when the tutor is required to clean and tidy the studio. Students are advised that they will not be able to gain access to the Pottery prior to the start times of a class and that they are required to be ready to leave the class at the stated end time.

FEES: $180 + $15 clay

WHAT TO BRING
Apron and spare dirty towel

METHODS OF PAYMENT
We accept cash, cheque, money order, eftpos, mastercard or visa card payments. Cheques and money orders should be made payable to “Bondi Pavilion”. Receipts will be given at time of payment.

REFUNDS
Please choose the course carefully as all fees are non-refundable and non-transferable once the course has begun. We regret that the Bondi Pavilion cannot accept responsibility for changes in students' work commitments or personal circumstances. Classes missed are the students’ responsibility and no refunds or credits can be given for missed classes. If you are unable to complete a term please notify your tutor.

It is not possible to make up missed classes. This rule is final and not negotiable.
CANCELLATIONS
Minimum numbers must be reached for classes to run. In an exception to our normal policy a full refund or offer of a transfer will be made available to you should it be necessary to cancel a class term.

FIRINGS
Re-firings will be limited and left to the teacher’s discretion. Unfortunately, work made outside of the Bondi Pavilion pottery classes cannot be fired. Please check with the tutor or Pavilion staff regarding this before enrolling.

MATERIALS
Students enrolling in adult classes will need to purchase their own clay upon enrolment. Basic glazes will be provided. Please note as a subsidised community class choice of materials and resources are limited and may vary across the term and some lines may become unavailable. We ask that where possible students use care not to waste materials to assist in maintaining adequate materials for the duration of the term. Special glazes will need to be purchased by the students themselves. However in the case of bringing in external glazes please discuss the suitability of these glazes with your tutor. You must provide your own apron.

COLLECTION OF WORKS
Students are advised to work to complete their pieces in time for the end of a term. Access cannot be given to the studio to finish off works after the term ends. There is no guarantee of a position in the following term to complete your work. Storage in the Pavilion Pottery is limited. Works not collected within a month will be recycled.

CONCESSIONS
Pension card holders registered with the CES as unemployed are entitled to pay the lower fee for the Subsidised Classes. To claim the concession, a pensioner’s health care card or proof of unemployment must accompany the application for enrolment.

PUBLIC HOLIDAYS
The Bondi Pavilion Pottery Studio is closed on public holidays. If one of your classes falls on a public holiday it will not be conducted on that day. Term fees will be reduced to reflect the missed classes.

STUDENTS/VISITORS
For risk and safety reasons and in consideration of your tutor and fellow students we ask that you do not invite relatives or friends to your class. We also ask in consideration of your tutor that you do not request early entry or late departure as tutors have set up and maintenance duties to complete. If you arrive early we encourage you to visit one of our local cafes, the theatre and gallery.

STUDENT NEEDS
If students have special needs (physical/ cognitive) please advise office staff on enrolment.

GENERAL BEHAVIOUR
We ask that you act in a way that respects the rights of other people, including staff and tutors. Tutors are there to assist you in your chosen activity. A student whose behaviour is disruptive to the class or is inappropriate towards others will not be tolerated. In such cases, the student will be asked to leave with no recompense for fee’s lost. Bondi Pavilion Cultural Services Office reserves the indisputable right to make such a decision.

CLASS TIMES
Please do not arrive to your classes before the allocated starting time, or leave after the finish time, as the teachers have maintenance duties to attend to. You will not be granted access if you come early.

If you require any more information please call the Pavilion office on 9083 8400.

Thank you for your interest in Pottery @ the Pavilion.