

Digswell Ceramic Community was founded by Debbie Bent with support from Digswell Arts and the Letchworth Heritage Foundation. The tutors are Debbie Bent and Miche Follano.

The finances are dealt with by Steve Rogers and Howard Cropp.

If you have any problems/complaints you should contact your tutor.

If you have a safeguarding problem that you cannot talk to Debbie Bent about you can contact Sue Lines, the trustee who deals with Digswell Ceramics Community or Amanda Bloom, trustee in charge of Fenners.

[sue.lines@digswellarts.org](mailto:sue.lines@digswellarts.org)

[amanda.bloom@digswellarts.org](mailto:amanda.bloom@digswellarts.org)

It is held in the Fenners Building, 7 Openshaw Way, Letchworth, SG6 3ER

Digswell Ceramic Community reserve the right to ask you to leave the group at any time.

Welcome :-)

You have been invited to be part of the Digswell Ceramic Community and I hope you will have a wonderful time here. It is a friendly creative space where everyone is made to feel cared for.

### **Costs:**

You are asked to set up a standing order for £80 to be paid monthly. This entitles you to a three hour workshop for 48 weeks of the year. There may be increases to keep up with inflation but notice of any changes will be given.

Term time only classes run by other tutors are charged differently and you should refer to their charging policies.

Drop in classes and specific workshops are also charged according to the tutor running them.

Students need to leave enough time within their allocated hours to clean and tidy the workshop. Any requests to swap days or times are at the discretion of the tutor.

## **Clay charges:**

**A reasonable amount of College buff clay, crank and Terracotta clay are included with your membership.**

15 Earthenware glazes and 12 dipping Stoneware glazes. Some oxides and stains, underglazes, casting and decorating slips will be provided. There may be a waiting time while some are being restocked.

Membership also includes two firings. You can buy your own glazes but please check they will be suitable before purchasing.

Please remember that the ceramics community is not trying to make a profit. All money paid in will go into the running of the facility and therefore waste should be minimised. Please bring in newspaper, cling film, plastic, pots and re use clay. Pour glazes back into their pots if uncontaminated.

The consequences of not having this mindset will be an increase in charges or a lack of materials.

For this reason the kiln will only be fired when it has a reasonable amount of work in it. Please allow for this in your planning.

It would also be appreciated if you could use the bags of reclaimed clay before the new bags where possible.

## **Tea and coffee**

Tea and coffee can be made by the tutor during tutored times.

For your own health and safety, please do not eat and drink in the workshop.

If you do make the choice to eat or drink while working, please wash your hands before you drink, this is especially important when you are using glazes/ oxides.

## **Health and Safety**

Please do not touch the kiln under any circumstances

Please do not touch the pug mill under any circumstances.

Please do not use the hairdryer near water.

Please do not attempt any maintenance on the wheel.

Please read the separate health and safety information laminated on the wall. You are instructed to use a mask/ gloves when using oxides and glazes but should you choose not to, it is your choice and no one else will be held accountable for it.

Do not sand dry clay or bisque clay in the workshop. Please go outside.

Wipe up any spillages, keep trip hazards out of the way and generally take care of the space and the people in it.

Please wipe everything down before you leave, this is especially important even if it is not your mess. Silicosis from dust is the biggest danger in a workshop.

Wash aprons, cloths and towels in the sink and hang to dry or take them home to wash.

### **Equipment Provided for your use:**

Wheel, batts, boards, jugs, whirlers, rolling pins, measuring sticks,, canvas/cloths. Some knives, metal and wooden tools.

A H grade hoover, mop.

There are other tools in the workshop but it is recommended that you buy your own if you need anything specific.

Please use all available methods to avoid contaminating the glazes/ slips/ underglazes/ stains. They are very expensive and will only be replaced when there is money in the ceramic community account to do so.

Don't worry if there is an accident; we are all human but please report anything that may affect another person's work to the tutor or leave a note if the tutor is unavailable.

### **Parking:**

The brick area is parking for Digswell Artists so please use the tarmac area. If you have to park behind someone, please leave a note with your mobile on it.

### **Ensuring the workshop remains a positive space.**

Finish on time, this will be especially important as the community grows and people begin to use the spaces after you.

Speak politely and leave any negativity outside the door. If you have a problem, please talk or email the tutor privately.

If you have a problem, please come with a solution that is good for everyone.

If you have a problem that the tutor can help with or a suggestion that might make the community stronger or the facility better, please be prepared to help with the implementation, the tutor and technician time is paid for out of the community pottery funds so think about what the priorities are for this group.

Please take care when moving other people's work if you have to and be gracious if there are any accidents caused by either another user/ tutor or in the kiln.

### **Tutors message**

Please respect the rest of the artists in the building and do not enter their private space.

### **Beginners induction.**

Health and Safety

Wedging and re using clay including reclaim bins.

Different clays and their firing temperatures.

Making sure there is no trapped air.

Joining to ensure work stays together.

Ceramic techniques including pinch pots, coiling, slabbing, using slips and stains.

Glazing including selecting the correct glaze, mixing, ensuring there is no contamination and placing work on the correct shelf for firing to the correct temperature.

Knowing where to find the tools and equipment you need.

Taking part in the upkeep of the workshop (washing, mopping, towels, providing items for joint use).