



Important Information about our Pottery Class

Please find below some important information about enrolling into our pottery class.

Class Enrolment, Course Breaks and Billing

Your enrolment into our pottery class will be on-going to ensure you always keep your place in your selected class. Class fees include the use of all tools, materials including clay and glazes, and firing of 6 pieces for a beginner wheel class and 10 pieces for a hand building and wheel classes per term. Courses are run during the school term with a break over the school holidays (please refer to our break periods below). Classes do not run on Victorian Public Holidays.

Break period	Break length
April 6 to April 21, 2025	2 weeks
July 6 to July 20, 2025	2 weeks
September 21 to October 5, 2025	2 weeks
December 20 to January 26, 2026	5 weeks

At the conclusion of each term, your enrolment will automatically roll over into the following new term until you cancel your enrolment (please refer to our cancellation policy outlined further on). Class fees for the new term will be charged via direct debit on the 1st of each month. Our billing is pro-rated so you will not be charged for your classes during break periods or on public holidays.

Kiln and Firing of Works

Only the objects made at the Centre will be fired in the kiln. Any works brought from outside the Centre will not be accepted. Only technically sound projects will be fired to avoid potential damage and it's important that you glaze your work as soon as it's been bisque fired.

Due to limited space within the kiln, students will only be able to fire a maximum of 6 pieces in a beginner wheel class and 10 pieces in hand building and wheel classes no larger than (25/25/25cm) per term.

We take extreme care with your work, however accidents do happen, and we are therefore unable to guarantee that all your work will be successfully fired.

Work will take approximately 2-3 weeks to fire after the term programs finishes. Students have up to one month to collect their work after being notified that it is ready for collection. It is the student's responsibility to arrange collection within this timeframe. If work is not collected within this time it will be disposed of or donated to a local charity to make space for the next term's courses.



Class expectations

All courses are hands on, therefore please bring along an apron and towel to each class and wear appropriate clothing that you are prepared to get dirty. Covered shoes are essential.

The pottery teacher will distribute the appropriate amount of clay for each project. Please be mindful about not wasting the materials as we have a commitment to be as sustainable as possible. Students are responsible for recycling leftover clay from their projects and any leftover clay from wheel throwing needs to be kneaded.

Please allow sufficient time (at least 10 minutes) before the end of class for packing up, cleaning the tools, putting projects away safely and wiping down the tables. Classes commence and conclude at the times outlined on our website.

As a participant in our pottery class, it is expected that you will conduct yourself in a professional manner relating to language, temper and punctuality. Please always be respectful to our pottery teachers, Brighton Recreational Centre staff, fellow students and the facilities and equipment provided to you as part of your program.

Health & Safety

- While it's easy to get distracted by the fun of pottery, remember to keep your safety top of mind.

Wipe Down Surfaces

When creating ceramic projects, it's important to wipe down all surfaces.

A large amount of clay dust can occur while you work, covering surfaces and floating particles in the air. This dust can be slippery if it builds up on the floors, increasing the likelihood of injuries from slips and falls.

Breathing in significant amounts of pottery dust over time can cause silicosis. [Silicosis](#) is caused by breathing in silica dust which causes inflammation and scarring in your lungs, making it difficult for you to take in oxygen.

Spray and wipe down surfaces with a damp cloth or sponge to trap the dust particles and sweep and mop the floors regularly.

When glazing

Rubber gloves are useful to protect your skin from powders and raw materials when making glazes and colours.

Don't eat, drink, or store food in work areas, and wash your hands thoroughly before eating to prevent ingestion of metals and other contaminants.



Cancellation policy

You can cancel your enrolment at any time by submitting an [enrolment cancellation form](#) to BRC. Enrolment cancellation requests must be received at least 7 days prior to your next billing date to ensure that you are not charged for future classes. Please refer to our cancellation cut-off dates below.

Monthly billing date	Cancellation cut-off date
Feb 1, 2025	Jan 23, 2025
March 1, 2025	Feb 23, 2025
April 1, 2025	March 23, 2025
May 1, 2025	April 23, 2025
June 1, 2025	May 23, 2025
July 1, 2025	June 23, 2025
Aug 1, 2025	July 23, 2025
Nov 1, 2025	Oct 23, 2025
Dec 1, 2025	Nov 23, 2025
Jan 1, 2026	Dec 23, 2025

Should a singular class be cancelled by Brighton Recreational Centre, you will be issued with a class credit for the cost of the individual class which will be applied against your next billing instalment.

Should the Brighton Recreational Centre decide to remove a class that you have enrolled in from our timetable due to a lack of enrolments, fees will be refunded in full and paid via direct transfer.

Missed class policy including Injury/Illness

As your enrolment is considered on-going and we ensure you always keep your place in your selected class, Brighton Recreational Centre do not provide refunds or credits for missed classes unless there are significant extenuating circumstances. Under such circumstances, a [class credit application](#) must be made, and the acceptance or rejection of the application is solely at the manager's discretion. For classes missed due to injury or illness, a medical certificate is required, which must be provided within one week of the 'start' date indicated on the certificate. The certificate needs to state the 'date to date' of absence and how this injury/illness directly affects your ability to participate. A class credit application for absence due to illness/injury will only be considered if you have missed 2 consecutive weeks due to the illness/injury. If your credit application is accepted, you will be issued with a class credit (maximum of 2) which will be applied against your next billing instalment. Absence due to other commitments, camps or holidays do not warrant a class credit and will not be considered.



Make-up Classes

Should you be unable to attend a class throughout the term, you will need to let the Centre know in advance, so that we can record your expected absence and issue you with a make-up class pass. You will then be able to utilise this pass at one of our make-up classes scheduled towards the end of each term. Please refer to our Art & Pottery FAQ's on our website for our make-up class schedule. Make-up passes are limited to one per term and can be redeemed to the extent that you are able to attend one of the available timeslots.

If you have any further questions regarding your enrolment please do not hesitate to contact the Brighton Recreational Centre on 9592 3033 or via email enquiries@brightonrec.com.au. We look forward to welcoming you to Brighton Rec.

Brighton Recreational Centre

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