

Important Information about our Pottery Class

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

Class Enrolment, Course Breaks and Billing

Our pottery classes 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. Class fees include the use of all tools, materials including clay and glazes and firing.

Break period	Break length
April 3 to April 19, 2026	2 weeks
June 27 to July 12, 2026	2 weeks
September 19 to October 4	2 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. At the end of Term 4, your enrolment will cease, and you will need to re-enrol to continue your classes in 2027.

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.

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, 2026	Jan 23, 2026
March 1, 2026	Feb 23, 2026
April 1, 2026	March 23, 2026
May 1, 2026	April 23, 2026
June 1, 2026	May 23, 2026
July 1, 2026	June 23, 2026
Aug 1, 2026	July 23, 2026
Nov 1, 2026	Oct 23, 2026
Dec 1, 2026	Nov 23, 2026
Jan 1, 2027	Dec 23, 2026

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 an electronic make-up token. This make-up token can be used to attend another class, pending the availability of a space in a suitable class. The booking into the makeup class can only be made within 5 days of when the class is scheduled. A maximum of 1 makeup lesson can be claimed within any month and must be utilised within 60 days of the date of the class for which the makeup lesson was claimed and the makeup token generated.

Supervision of Minors

To ensure children's safety, minors under 12 must be supervised at all times by a parent or guardian while inside the BRC facility. Supervision is only available during scheduled classes, but parents/guardians are responsible for their child's supervision before and after. Children must not leave the facility without a guardian over 16, and those under 12 cannot leave alone.

Early Arrival

If a student arrives early for class, we kindly ask that a parent or guardian supervises them until class begins, especially for those under 12. If a child is to be unsupervised, prior arrangements must be made with management. This policy is in place to keep everyone safe during emergencies, as we may need to evacuate the facility. We appreciate your understanding, as we can't guarantee supervision for students whose presence we aren't aware of.

Late Departure

If you expect to be late picking up your child, please call BRC reception on 9592 3033. Your child will wait on the chairs opposite the front desk, so that a BRC team member can keep an eye on them. If a student is often not picked up within five minutes of class ending, BRC management will reach out to discuss how we can help.

Bathroom Procedures

We strongly advise all students to visit the bathroom before their class begins. There are toilets located downstairs next door to the pottery studio as well as upstairs next door to our art room. If a student needs to visit the bathroom during class time, they will need to go to the bathroom in pairs.

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 10 pieces 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.

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.

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.