



Leicester Print Workshop

Learning Agreement

Course Content

A Leicester Print Workshop course gives participants the opportunity to learn a new printmaking technique. Please refer to the pre course information email and structure for further details.

If you would like to work on your own private projects or work to a different size to that specified by the tutor, we recommend that on completion of the course you apply to become a member of Leicester Print Workshop; you will then be welcome to use our facilities during our open access hours.

Arriving

The course will commence promptly at the time stated on the course programme. Please arrive no earlier than 15 minutes before the start time.

What you will need

We will provide most of the materials you will need for your course, suggested extras to bring or prepare beforehand have been outlined by the tutor in the accompanying pre course information email, and you may wish to bring a selection of your own drawing materials.

We have some aprons at the Workshop, but we do advise you bring your own or wear clothes that you do not mind getting too inky.

Buying Materials

Should you wish to use any extra materials during the course, outside the allotted amount set by the tutor, you are most welcome to do so if we have them in stock. However, you will be asked to pay for them on the day of the course. No extra materials or shop stock will be available on Sunday courses as the tutor will be unable to take payments, so please speak to a technician to arrange an alternative during our opening hours.

Please be aware that due to Health and Safety certain materials cannot be accessed by course tutors, and we cannot allow the use of any substances brought into the studio by course participants, as we to adhere to COSHH guidelines.

Cancellation Policy

Please see separate cancellation policy document.

Clean up and departure

The course finishes at the time stated on the course programme. The tutor will ask you to finish printing and begin cleaning up 30 minutes before the end of the course.

Conduct

Leicester Print Workshop encourages a positive working environment and as such requests that courtesy is shown at all times. LPW will not tolerate violence or intimidating behaviour towards its staff or users. All course participants are asked to be mindful of their fellow students' needs and to ensure fair use of the press, space and materials.

Health and Safety

By attending a course at Leicester Print Workshop you agree to abide by our Health and Safety policy, which is displayed in the members' handbook in the workshop, please ask a technician to access this for you. The tutor will highlight the most important parts of the policy whilst introducing you to the workshop and its equipment throughout the course. Participants that refuse to act safely and responsibly within the workshop will be asked to leave. *Please note:* belongings are left at the workshop at the participants own risk. This includes any work you choose to leave in the studio after the course.

Covid

We continue to keep a fresh airflow in the building, and encourage social distancing where possible to keep everyone safe. Studio users now have the option of wearing masks, so it is up to users' discretion. Please ask for a copy of our covid risk assessment for more information.

Data Protection

We will hold your name and contact details on our database, in line with the terms and conditions of our privacy policy, so that we may provide you with information about courses and other LPW activities; we will not pass them to any third party. Please let us know any changes to your details and contact us in writing if you would like to be removed from our database.

Your attendance on this course signifies your agreement to the above terms. Leicester Print Workshop reserves the right to ask any individual not complying with the above terms to leave.

We hope you enjoy your course. If you have any questions regarding the above, please contact us.