

ART ACADEMY

LONDON

**Student Handbook
for Certificate Programme Academic Year 2018/19**

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Note

Every effort is made to ensure that the information provided to students prior to starting at the Academy is accurate, including information provided at Open Days, interviews, on the website and in our prospectus. We also make every effort to keep students up-to-date with relevant information throughout their studies.

We take all reasonable steps to provide the educational services described in our Prospectus. However, the content of individual courses and the curriculum for any given programme are under constant academic review and may change from time to time, with some elements being modified, discontinued or replaced. It is important to appreciate that we respond continually to student feedback to make improvements and these will include modifications to curriculum content.

1. Welcome and introduction

Welcome to The Art Academy. We are an independent art school and registered charity based in central London, founded in 2000 by Tanya Russell ARBS, a professional sculptor. We began life as The Sculpture Academy in response to a perceived gap in skills-based teaching in art education, providing sculpture training in an atelier style. Today, we combine this original atelier approach with all the energy and creativity of a contemporary Fine Art Academy.

We offer tuition in a wide range of artistic skills from oil painting or clay moulding to digital media or installation, at the same time challenging you to develop your own creative practice and academic knowledge.

The Art Academy has grown a lot since we opened, but we remain a close-knit, vibrant artistic community. We want to offer you the very best fine art education, as well as providing you with a learning environment where you will feel safe and happy, and so find the confidence to become the best artist you can be.

This **Student Handbook** tells you all you need to know about the organisation, staff and facilities here at the Academy to support you in your studies, including student welfare, student participation, health and safety and other key Academy policies. (The majority of Academy policies can be viewed via the website). Your **Programme Handbook** provides you with more information about your course structure and academic study programme. We hope you will find here, and in the Programme Handbook, most of what you need, but remember we are a relatively small art school and our staff and tutors are very approachable, so please ask if there is something about the Academy or your studies you need to know, or simply want to talk about.

My staff and I wish you every success in your studies here.

Rob Pepper,
Principal

2. Student Charter

As an Art Academy student I will...

- Attend sessions regularly and punctually with a respectful and professional attitude
- Take responsibility for finding out about study requirements including deadlines, expected levels of attendance and engagement and academic regulations
- Share our knowledge and opinions; participate in the culture of open communication and ask for help when we need it
- Treat fellow students, tutors and staff members and the Academy environment with consideration and respect
- Be creative and enthusiastic; take part in new things and approach tasks with a positive mind-set.
- Join in! Ask questions and show an interest in other people's work. Feedback and development of work comes from the whole community and it's essential that we all take part in that.
- Work to the best of our ability with passion
- Provide honest feedback to help future Academy developments
- Take responsibility for our own learning
- Maintain positive lines of communication with Academy staff including keeping current contact details up to date
- If we pay fees or have a student loan for our studies, we will make ourselves familiar with our financial commitment to the Academy

The Art Academy will...

- Welcome you to its close-knit, vibrant artistic community and support you to become the best artist you can be
- Provide high quality learning and teaching experiences from tutors who are professional artists eminent in their fields
- Ensure tutors and staff maintain a high level of professionalism
- Respond to prospective and current students queries and communicate important information (e.g. key dates) in an appropriate and clear time frame

- Aim to ensure that our tutors and staff members communicate effectively so that students receive consistent information and feedback
- Get to know you as an individual in order to ensure your journey through the Academy is best suited to your needs, aptitudes and interest
- Provide a safe, accessible and stimulating learning environment, where you feel able to take risks, experiment and make mistakes
- Create opportunities for students to gain employability skills and research and prepare for their future
- Provide information on work related opportunities alongside studies
- Respond appropriately to student feedback and make sure students are represented on Academy boards and committees
- Clearly describe and explain course and programme requirements and marking criteria
- Maintain a high standard of facilities and support services and good access to industry standard equipment and resources
- Be clear on course costs (including additional material costs) and promote available financial support
- Advertise what information, support and advice is available in Academy and locally
- Actively promote students and their work

The Student Council will...

- Create a vibrant community through a varied and student inspired social calendar
- Facilitate discussion between students and Academy staff and support students in raising concerns through Student Forum Meetings
- Represent students at relevant Academy committees and meetings

3. Staff

Executive team

Rob Pepper	Principal	rob@artacademy.org.uk
Sue Spaul	Director of Programmes/ Diploma programme leader	sue@artacademy.org.uk
Vacant post	Director of Operations and Finance	xxx@artacademy.org.uk

The Executive Team has responsibility for the strategic management of the Art Academy, working with the Board of Trustees and Academic Board. The Principal, Rob Pepper, has overall responsibility for all aspects of the Academy's work. Rob is on campus for two or three days a week and can be contacted by phone or email on the days he's not in. The Director of Programmes, Sue Spaul, is on campus at least two days a week (Sue is often teaching in addition to these days) and can also generally be contacted by phone or email on the days she's not in. Sue has overall responsibility for academic affairs at the Academy. Sue deputises for the Principal as necessary. All members of the Executive Management Team operate open-door policies, and are available to speak to students at any time. Sue teaches regularly on programmes at the Academy, so can be contacted then, or by email on occasions when she is not in. Rob is often involved in crits and assessments in addition to the days he is in and can be contacted by email when he isn't at the Academy. The Director of Operations and Finance has responsibility for the buildings, facilities and finance. The Director of Operations and Finance is on site full time.

Academic team

Darren Nairn	Academic Quality and Programme Manager	darren@artacademy.org.uk
Rebecca Kunzi	Academic Quality and Admissions Coordinator	rebecca@artacademy.org.uk
Aimee Briggshaw	Academic Administrator	aimee@artacademy.org.uk
Tomas Chandler	General Administrator	tom@artacademy.org.uk

The Academic Team is responsible for the day-to-day organisation and running of all academic courses. All members of this team are full time and can be found in the main office (both during term time and during most holiday periods). The Academic Quality and Programme Manager has responsibility for the quality of the academic courses. He oversees student welfare, working with the Academic Quality and Admissions Coordinator and Programme/Pathway leaders. He has overall responsibility for safeguarding, working with the Head of SEN and works closely with the Academic Quality and Admissions Coordinator and Programme/ Pathway Leaders to ensure that all students are happy, safe and making progress in their studies.

Members of the Academic Team are available to speak to students at any time during office hours (9am-5pm), when they can also be contacted on **020 7407 6969**.

Key Academic Staff (programme delivery)

Sue Spaul	Director of Programmes/ Diploma Programme Leader	sue@artacademy.org.uk
Lynn Dennison	Foundation Programme Leader	lynn@artacademy.org.uk
Alison Hand	Deputy Diploma Programme Leader	alison@artacademy.org.uk
Julian Wild	Sculpture Diploma Leader	julian@artacademy.org.uk
Roxana Halls	Contemporary Portraiture Diploma Leader	roxana@artacademy.org.uk
Katie Jones	Print Manager	print@artacademy.org.uk
Lynne Abrahamson	Head of SEN	lynne@artacademy.org.uk

All the teaching staff at the Academy are practising artists, and therefore don't work full time at the Academy. Key academic staff such as programme and pathway leaders are usually in at least two days a week during term time. Key teaching staff are directly contactable by email. You will also be taught by a number of staff in Elective Skills Workshops who may only be in for their teaching days - one day a week for one or more terms during the year. Should you need to contact these tutors, the Academic Team can contact them on your behalf.

Support & Office Staff

Astrid Gorissen	Operations Manager	astrid@artacademy.org.uk
Katherine Prendergast	Facilities Coordinator	katherine@artacademy.org.uk
Felipe Marinho	Studio Technician	technician@artacademy.org.uk
Jim Knight	Studio Technician (Newington)	technician@artacademy.org.uk
Dominic Montague	Studio Technician (Evenings)	technician@artacademy.org.uk
Dave Wadham	Studio Technician (Evenings)	technician@artacademy.org.uk
James Jarrett	Head of Digital, Marketing Officer	james@artacademy.org.uk
Becky Midgley	Marketing Manager	becky@artacademy.org.uk
Zuzana Knightova	Public Programme Manager	zuzana@artacademy.org.uk
Gemma Varley	Public Programme Administrator	gemma@artacademy.org.uk

Most support and office staff are full time. You will have interactions with most of them throughout your time here at the Academy:

The Operations Manager is responsible for all the buildings and works with the Facilities Coordinator and Studio

Technicians to ensure that you have all the facilities and resources you need. Again, all have open-door policies for students. You will probably have most dealings with the Studio Technicians and Facilities Coordinator who you will be able to go to with day-to-day resource and facilities issues. The Studio Technician also has a mobile phone, the number for which can be found on notices around the Academy buildings, should you need to contact them when they are not in the office

The Head of Digital runs the digital facilities and teaches on some digital Elective Skills Workshop courses. You will need to go to him to get access to digital equipment, facilities and support. He is full time and works in the main office. He is available to give advice and support to students in the digital suite on Wednesdays and Fridays during Studio Practice teaching sessions.

The Public Programme Manager and Public Programme Administrator organise and run all of the evening, weekend and short courses at the Academy. As an academic student at the Academy, you are entitled to free places on these course (subject to availability and some other conditions). You will need to speak to this team in order to book a place on a short course. This team is usually located at our Newington campus and should be contacted by phone/ email.

The Marketing Team will be there to assist you in marketing and organising your graduate exhibition, and any other exhibitions and events you organise whilst at the Academy. They may also contact students from time to time if they need to photograph artwork for publicity purposes, or put together information relating to news stories about the Academy.

Support and office staff can also be contacted on 020 7407 6969 during office hours (9am-5pm), except Zuzana and Gemma, who are based in our Newington site, and can be contacted on 0207 701 2880. The Studio Technician also has a mobile phone, the number for which can be found on notices around the Academy building.

4. Student support, guidance and advice

The provision of a high level of support and guidance is an integral part of the Academy's ethos, designed to help you from your first enquiry to the completion of your studies. The small scale of the Academy facilitates the provision of student support, fostering a close community of staff and students where students feel safe, are known to staff members, and are easily able to seek advice and guidance from a variety of different people.

VLE

The Academy operates a Virtual Learning Environment, which will be central to your time here and will enable you to take control of your own learning, access all the information you need about the Academy (such as policies and procedures) and about module and programme learning materials. All students are fully inducted into Moodle and a handy user guide is available on the homepage.

The home page contains Academy-wide information relating to all students:

- Student handbook
- Academic regulations
- All relevant policy and procedure documents and associated forms
- Student representative and student council information
- Elective skills workshop overviews and information sheets (during the enrolment periods)
- Internal competition application forms
- Staff structure overview and contact details
- Academy calendar
- Advice, guidance and support information
- Moodle user guide
- Induction related information
- Weekly Monday Bulletin (students also receive this by email)
- Academy wide announcements (students also receive these by email)

Each student has a dashboard/ profile homepage through which they are able to access:

- Main programme Moodle course
- Elective Skills workshop Moodle courses
- Academy Professional Development Wiki
- Academy calendar
- Tutorial notes
- Academy blog (students upload images to this in order for tutors to view progress ahead of tutors, but it is also a device for building community and encouraging dialogue between students on different courses)
- Private file storage

Main programme Moodle courses allow students to access:

- Programme specification
- Announcement board (this is the primary means of tutors or the academic team communicating with whole cohorts, students also receive these by email)

Elective Skills Workshop or specific module (ie art theory, art history & professional development) Moodle courses allow students to access:

- Course information sheets, timetables and schedule
- Course calendar
- Studio practice modules specifications
- Project briefs
- Attendance records for course/ module
- Resources for course/ module
- Assignment details and upload sections
- Specific H&S information
- Reading lists
- Announcement board (this is the primary means of tutors or the academic team communicating with whole cohorts, students also receive these by email)

Communication

We will communicate information primarily through email. It is important that you ensure all contact details are up to date and you regularly check your email. You will receive emails from individual team members and through Moodle (the Virtual Learning Environment - see below). Moodle can send out emails to the entire Academy or your tutors will use it to send out an email to a cohort or studio group. We release a bulletin every Monday through the Moodle system with reminders and information for the week ahead; you should ensure that you read these. The Monday bulletin also contains lots of useful information, including exhibition openings, competition and commission opportunities. Please make sure that emails from Moodle are not going to your junk folder.

Tutor Support

The Academy is a small institution, which brings the benefit of a close community where most students know each other and teaching staff usually have knowledge of all students. Small class sizes and high contact time are central to the Academy's ethos, which ensures that you will benefit from a high level of one-to-one support and guidance.

The Academic Quality and Programme Manager has overall responsibility for student welfare at the Academy. You will be supported both academically and pastorally by the Academic Quality and Programme Manager (working closely with the Academic Quality and Admissions Coordinator). You will be able to meet with any of these staff members at any time.

Contacting tutors

You should not need to communicate with Elective Skills Workshop Course tutors (or those undertaking artistic tutorials) outside of sessions. They can be messaged through Moodle, but as they are not teaching/ supporting assessed elements of the programme, they are not obliged to respond outside of their normal teaching sessions. Alternatively, please speak to the Academic Team who may be able to speak to the tutor on your behalf, if they assess the request as warranted. However, all our tutors are here to help and approachable, so will often gladly chat and assist in person when they are on site.

When you are on an accompanied trip as part of your programme, tutors will be issued with an official Academy mobile, which you may contact them regarding matters relating to the trip. This number will be published through Moodle.

The Academy will not issue personal contact details of any staff or student without prior consent and will not provide students with the personal contact details of staff under any circumstance. Many tutors have websites which have publically available contact details. Under **NO** circumstances are students permitted to use such details to contact tutors (including visiting tutors). Data protection and the safeguarding of all members of our community are paramount and students found to have contravened this rule will be subject to disciplinary procedures.

Tutors are advised by the Academy not to provide students with personal contact details. Should they do so, you are strongly advised against using them for both data protection and safeguarding.

SEN

The Academy welcomes students with Special Educational Needs subject to being able to support their individual needs. The head of SEN and the Academic Quality and Programme Manager have overall responsibility both for welfare and for enabling students with special educational needs to access the curriculum successfully during their time at the Academy. The Head of SEN acts as personal tutor and first point of contact for all SEN students and offers group or one-to-one support sessions for SEN students where such need is identified.

The Head of SEN and Academic Quality and Programme Manager also ensure that all other tutors working with students with Special Educational Needs are appraised of the needs of that individual, and understand what, if anything, they need to do to support them and their learning.

Support for disabled students

The Academy is committed to supporting accessible learning and welcomes students with disabilities, subject to being able to support their individual needs. The Academic Team support students with a declared disability. They will ensure that relevant tutors and members of staff are aware of the individual needs of these students.

Student welfare

The Academic Team (Academic Quality and Programme Manager and Academic Quality and Admissions Coordinator) provide support for students who may be feeling the pressures of studying. Support is provided by offering confidential advice and referral to external services where appropriate. You are able to come to the team for issues including:

- Monitoring and reviewing progress
- Guidance on extra-curricular activities
- Advice on further study
- Assistance for students with disabilities and SEN
- Counselling & mental health issues (via external support agencies)
- Accommodation
- General welfare advice (travel, part time work, local GP services, external support agencies)

Mental Health

Your mental health is important and our staff and tutors are looking out for your well-being, so that if you have difficulties they should be available to advise you who to talk to.

If you have symptoms such as stress, low moods, anxiety, sleep and appetite disturbance, social withdrawal, poor concentration, ideas of self harm or a tendency to self medicate with alcohol or drugs, you may find that professional advice or aid could help you improve your wellbeing.

If you raise a problem with a tutor or member of the Academic Team, they will listen carefully and respectfully and offer support. We will keep information confidential, except where sharing it will aid the Academy in referring you to someone who can help. We will always aid you in finding an appropriate service.

Services with experienced volunteers that can help:

LONDON NIGHTLINE - 020 7734 2800

is a telephone helpline offering confidential listening, support and information to students in London during term time. It is open every night of term from 18:00 to 08:00. Email: listening@nightline.org.uk, Online: www.nightline.org.uk

SAMARITANS

Confidential day or night listening and advice service.

Emergency number: 020 7734 2800, National Number: 084 5790 9090, Address: Central London Samaritans, 46 Marshall Street, W1F 9BF (nearest Tube station is Oxford Circus) - visiting hours from 09:00 to 21:00. Online: www.samaritans.org/talk/face2face.html, Email: jo@samaritans.org

Enhancement

Trips to exhibitions are scheduled as part of many of the Elective Skills Workshop Courses. Fresher's and induction activities are scheduled in order to promote interaction and encourage a sense of community and belonging, including artistic and social activities. The Student Council and individual student groups also organise artistic and social activities.

The Academy organises a number of student prizes throughout the year, often in collaboration with external partners in order to celebrate student achievement.

As an academic student at the Academy you are also eligible to take up free places on the evening, weekend and short course classes that the Academy offers (subject to availability). This provides you with further opportunities for skills development.

More details about student support can be found in the document 'A guide to Student Support' available on Moodle

5. Facilities and Services

Social and catering facilities

The Academy does not have on site catering services, but both sites are located in areas with an excellent range of places to buy food and refreshments; please ask the Academic Team in the office if you would like advice, or are looking for anything in particular.

At Mermaid Court, The Barn (Common room) is open to all and often used for social events. At Newington, the Kitchen and Common room is on the first floor, solely for the use of academic students. Both facilities provide free tea and coffee, together with fridges and microwaves for your use.

Please clean up after yourself – throw away uneaten food, wash up after eating, and keep the fridge clean and tidy. We also ask that cutlery is only used for food and not taken into the studios to be used as tools. All tableware should be returned to the kitchens.

Studios

We have a range of studios for specialist purposes across our buildings and during your time at the Academy, you will no doubt work in many, if not all of them.

Studio Etiquette

To provide the best possible facilities, courses and teaching at The Art Academy, it is necessary for everyone to respect our buildings and maintain a high standard of cleanliness. Our studios are in constant use, with evening classes often following shortly after your sessions. We ask students and tutors alike to take responsibility for clearing up and time is dedicated at the end of each day to do so. You must put away everything you have used and clear away any rubbish. Please be mindful that others will use the space after you and clear up after your activity, especially remembering to put away class equipment, artwork and sweep the floor. In particular, we ask that you be mindful of the following:

CLAY/PLASTER - please ensure all clay/plaster is carefully and properly disposed of at the end of your class and do not leave without clearing floors and surfaces of debris.

STONE CARVING - please remember that there are other sensitive classes using the Workshop after your class that will be affected by a dusty environment and take care to full clear down the surfaces and sweep up any excess stone dust as best as you can.

GLASS & METAL - please take care to fully clean down all surfaces and sweep at the end of your class to ensure no shards of glass or metal are left behind that could cause injury to the next Workshop users.

PRINT - please take responsibility for clearing up hazardous or dangerous materials/equipment.

GENERAL:

- Never leave hazardous substances open or near heaters during classes.
- Always keep containers in the metal cupboards and keep lids on when not in use.
- Turn off all gas, oil and fan heaters before leaving a studio unattended.
- Take care not to mark either the walls or the floors during your activity.
- Return all tools and materials to their place (missing materials affect your own activities as well as other classes). When borrowing books or equipment from spaces other than the studio you are working in, return them to the same place you took them from.
- Do not store artwork, equipment or materials in passages, communal areas or in other student's spaces (if you require more storage room, please speak to the Facilities Coordinator who will try to provide a more appropriate space)
- Mobile phones must be on silent or turned off during all classes. Personal music must not be played without tutor permission and headphones must be used.

Security

All students have the code to the premises. (Please do not write down the code on anything that can be lost). For security reasons, the code is changed periodically. You will be notified of this change by email. Be aware of letting people in. Identify them through the intercom phones in the studios before buzzing them in. If you aren't sure who they are, ask them to buzz the office instead. Report suspicious characters or behaviour and if in doubt take people to the office or contact a staff member. If you feel threatened call 999 immediately.

Guests are welcome in the studio (expect in taught sessions) as long as the office is informed beforehand, they abide by Academy rules and do not disturb anyone else who is working there. All guests are required to sign in and out and wear a visitor lanyard, during their visit they are the responsibility of the individual signing them in and should be briefed of the fire evacuation points. All visitors to the Academy are recommended to read our safeguarding policy in full, which is publicly accessible via our website. A physical copy is additionally made available in reception and when all visitors sign in they are reminded of the requirement to adhere to it. In order to support this the badges/lanyards that are issued to visitors have a reduced safeguarding statement on the reverse and visitors are asked to confirm that as a minimum they have read this statement as part of signing in as a visitor.

Storage

You will be given a storage area in one of the basements where you can store your work safely. You should not store tools or equipment there. The Academy will not accept responsibility for loss, damage or theft of your property whilst it is on our premises; if you lose or find any article please notify the Office without delay. The Art Academy maintains a lost property cupboard and will dispose of unmarked lost property after one month if it has not been claimed.

Model Care

Both students and tutors should take great care of models. Don't take photographs without permission, and be polite and respectful when interacting with them. Please do not phone models without contacting the Academic Team for permission first.

Materials and Costs

All materials involved in the demonstration of techniques and processes will be provided by the Academy. Paper is also provided, as are some basic sculptural materials such as an amount of clay. However, you will need to buy additional materials as specified for individual Elective Skills Workshop Courses (details are listed on the course information sheets) and provide the materials you decide to use in the completion of assignments/projects. We strongly encourage you, as you increasingly specialise, to acquire basic tools/resources, along with appropriate consumable materials, depending on your creative discipline. It should be noted that in the case of some sculpture workshops, associated costs are often in the region of £170 - £260 annum including tools and materials. Extra costs are also associated with the graduate exhibition, which graduating students will be informed about with as much notice as possible.

We run a hollowing and firing service for students who have been working in clay. The cost is put on relevant elective skills workshop documents (or available from the Facilities Manager). Times to complete this service vary due to demand. The work will be retained for one month after you are notified it is ready to collect.

Shop

A range of basic materials is available in the Academy's shop, located in the Mermaid Court building reception area. We sell these items at cost directly to you.

Shop Opening Times:

9:30am - 10:30am
11:15am - 11:45am
1:00pm - 2:00pm

Monday to Friday only.

There are a number of other suppliers we recommend, all within reasonable traveling distance from the Academy. Many also offer student discount:

Cass Art - general art supplies, often at a discounted rate.

<https://www.cassart.co.uk>

Closest branches Charing Cross and Islington (flag store)

Southbank Art - small general art suppliers and framers

<https://southbankart.co.uk>

Closest station is Elephant & Castle

Atlantis Art - large art supply shop, stocks practically everything you will ever need.

<http://www.atlantisart.co.uk>

Closest stations are Old Street and Moorgate

Tiranti - specialist sculpture suppliers (also great for advice)

<http://tiranti.co.uk>

Closest stations Great Portland Street and Warren Street

Rymans - high street stationers, for emergency supplies it is very close to the Academy

<http://www.ryman.co.uk>

Closest station London Bridge

Intaglio - specialist print supply shop

<http://intaglioprintmaker.com>

Closest stations Waterloo and London Bridge

IT access & Printing

The Digital Suite computers are all Macs and therefore run the macOS operating system, they also all exclusively run Adobe CC 2017 software.

We have most of the Adobe CC software already installed on all the computers, including *Photoshop, Illustrator, Bridge, InDesign, Premiere Pro, After Effects, Audition* and more. We also have a number of other applications such as *SketchUp Make, Blender, Sculptris, Audacity* and more. If you want to check what software the computers have installed or request new software for a project please see the Digital Suite Manager.

The main Digital Suite also has a specialised project space equipped with photographic lighting which can be used for photographing artworks or creating digital based project work. The project space can be booked by students when it is not been used for classes, please speak to the Head of Digital for booking and inductions.

The main Digital Suite is also equipped with graphic tablets, A3 flatbed scanning and photo quality printing. Standard photocopying/ printing can be accommodated in the main office.

If you wish to work independently on research or written work in the library/quiet study space you can borrow one of the PC laptops from the main office. These laptops can only be used on campus.

Before using the Academy's IT facilities, you should ensure that you have read and adhere to the Academy's *IT User policy* and are familiar with the following associated policies and guidelines (all available on Moodle) :

- *Freedom of Speech*
- *PREVENT*
- *Guide to copyright.*

Library

The Art Academy Library utilises both physical and virtual resources. The library contains approximately 2000 books and approximately 300 journals relating to all areas of fine art practice, history, theory and critical discourses. The library has an online catalogue system that you can access through the Academy VLE (Moodle). It also provides a quiet study area where you are able to access books and laptops in order to undertake independent study.

You are also able to access the Southwark Library catalogue as a student of the borough. Southwark's John Harvard library is three minutes from the Mermaid Court campus. You can take advantage of a number of specialist libraries in London, details of which can be found on Moodle.

The Academy also subscribes to a number of art journals and journal/ text catalogues digitally which you can access through Moodle. Some editions such as *Frieze* and *Art Monthly* will only access through the Academy's IP address, but will allow you to save PDFs of articles to download and read off site. The EBSCO database contains 3,000 plus journals and periodicals and can be accessed on and off site. You will receive training in using these systems during induction week.

When using the library, you need to be aware of what you can or can't scan or photocopy:

What can be photocopied and scanned?

- One chapter or 5% of a book whichever is the greater, for scanning it needs to have been published within the UK
- One article from a journal or 5% whichever is the greater, for scanning it needs to have been published within the UK
- A short story or poem, not exceeding ten pages or 5% whichever is the greater from an anthology can be photocopied

What can't be photocopied and scanned?

- Printed music, newspapers, maps, charts or books of tables, theses or dissertations, any religious books, logos or trademarks. Unless otherwise stated, for the full excluded list, there is a list at each photocopier and in the Digital Suites.

Access to public courses and additional opportunities

All academic students are able to take advantage of free places on the Academy's public courses (evening, weekend and short courses). These are available at the discretion of The Art Academy and subject to availability.

Free places are only available on those courses which have not achieved full enrolment. Places are allocated on a first come first serve basis and the Academy cannot guarantee any place. If you wish to guarantee a place on a public course, you will need to pay full cost (non - refundable) and book through the Academy's website.

For free places students are required to complete the short course reserve form available on Moodle and will be notified if they have a place on the day of the course.

If you are enrolled onto a public course (free place), you are expected to adhere to the same benchmark attendance of 80%. Please remember that if you accept a free place and fail to attend, you are potentially denying your fellow students the opportunity. Students who fail to attend as expected may have these privileges withdrawn.

Open Life classes

All academic students are also able to attend the Academy's open life classes on Saturday mornings (10.30 -13.00). These are drop in sessions and you do not need to pre register or enrol to attend - just turn up. There are usually two classes running. Please see the website or ask in the office for schedules.

Print open access

Those students who have completed a print elective skills workshop course are also eligible to attend the Academy's open access print sessions for free. These sessions are scheduled for Wed evenings (18.30 - 21.30) and alternate Saturdays. If you wish to attend open access, you should speak to the public course team. Sessions will only run if external bookings have been taken.

Health & Safety

We firmly believe that adequate provisions for health and safety are essential to safe working and student life. The maintenance of safe working conditions and the prevention of injuries and losses are not only of vital importance to the Academy's efficiency and success, but also in the best interests of all our employees, tutors, students, and their families. We therefore aim to provide up to date information about health and safety issues at work and study, ensuring that everyone is fully aware of their responsibility for safety and of the rules relevant to their own jobs or study. The Academy has a full Health and Safety Policy, which is available on Moodle.

You will receive a general induction covering the content of the Student Handbook and will sign the Student Induction Form to indicate that you have been given and have understood the briefing. Further inductions will be given for specific studios and components of the programme as and when required. **YOU MAY NOT USE ANY TOOLS OR EQUIPMENT WITHOUT THE RELEVANT INDUCTION.**

WHEN WORKING IN ANY AREA OF THE ACADEMY, YOU MUST READ AND ABIDE BY THE REGULATIONS IN THE AREA GUIDANCE SHEET you will be sent these digitally at the start of each term and your tutor will go through them at the beginning of each course and ask you to sign to indicate you understand and agree. They are also displayed at that area's health and safety point.

In addition to the Health & Safety Policy and studio/ area guides the Academy has a number of Codes of Practice relating to specific activities. These are all available on Moodle and you may be required to read the as relevant to any activities you are undertaking.

If you are unsure about any health and safety issues please ask the Facilities Manager or the Operations Manager.

The list of safety rules set out below is intended for general guidance only.

You should ensure that you:

- Look where you are going and proceed cautiously and carefully around the Academy;
- avoid running or rushing about;
- have passed the induction procedure for operating any piece of equipment or machinery on your own, however simple;
- use proper methods for lifting and handling: keep your back straight, if the item in question is too heavy for you to lift on your own, ask someone to help you;
- clean up after yourself: your untidiness or carelessness may cause injury to someone else;
- wear special protective clothing, including goggles, ear protectors, gloves or boots when advised;
- take care at all times for the safety of yourself and others;
- report any injury, however slight, in the Accident Report book at your area's health and safety point (the

Operations Manager will review these terms to review and improve our health and safety guidance and policies);

- report hazards to the Facilities Coordinator;

Do not:

- attempt to operate any machine or equipment, or handle any hazardous substance, without taking proper instructions;
- attempt to clean any machine or any moving part whilst it is in motion (switch off where possible);
- interfere with any safety equipment or machine guards;
- tamper with any electrical wiring or equipment;
- leave things lying around on benches or in gangways;
- obstruct fire exits;

Hazardous Substances

During your studies you may be obliged at some point to handle and store hazardous substances – ie. substances that present a danger of fire, toxicity to the user, or toxicity to the environment. All are clearly marked with hazard labels and must be used in accordance with the instructions and stored in their original, labeled containers in a hazardous substance cupboard. You must not use hazardous substances unless you have completed your induction. You **MUST** wear gloves and safety goggles when handling any hazardous substances. Hazardous substances must be used and disposed of in accordance with instructions on the label.

The Academy is a white spirit and turpentine free environment and only odourless spirits, such as Zest-it or Sansodor, are permitted on the premises. You will need to provide your own spirits, which can be recycled for longevity.

For further details you should refer to the Code of Practice: COSHH and Code of Practice: Hazardous Waste.

Safe use of Equipment

Easels

There are two types of easel in use at the Academy; A-frame and radial. In both cases, make sure that the easel is correctly positioned on a flat surface and that all the wing nuts securing the legs are securely tightened. The most common cause of accidents with easels comes from drawing boards falling off and hurting the user or a bystander because the top clamp has not been brought down and tightened to prevent it from moving. The easel should be leaning back sufficiently that a board or canvas does not fall forwards when placed on it, but in any case never place a drawing board or canvas on an easel without clamping it in place. When using and moving easels, take care not to trip over the legs or to place them in such a way that others may trip over them. There is a demonstration video on Moodle for you to refer to.

Ladders

Ladders are a significant cause of deaths and injuries in the home and workplace. It is, however, always safer to use a ladder than to improvise by standing on a chair or table. If you have not received induction in the safe use of ladders, please refrain from using them and ask for help if you need to reach something at height. Think first whether you really need to use a ladder – if something could be equally well stored or displayed elsewhere without the use of a ladder, then consider that option. Only use a stepladder when there is someone else in the room with you. There is a demonstration video on Moodle for you to refer to.

Set-up for stepladders:

- Check that the ladder has no defects (feet included)
- Ensure there is space to fully open the stepladder - use any locking mechanisms
- The ground should be firm and level
- The floor should be clean, not slippery

Stepladders in use:

- Use them only for short duration work (maximum 30 minutes)
- Only carry light objects on ladders (up to 10 kg)
- Maintain three points of contact whenever possible
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you

- have a safe handhold on the steps
- Avoid side-on working. This is particularly important when storing objects on racks. Always face forwards and reach forwards.
- Do not overreach. Make sure your navel stays within the stiles and keep both feet on the same rung or step throughout the task

Lifting and Handling

You can easily cause injury to yourself or others by trying to handle a load that is too heavy for you. Do not try to lift or move anything that may be too heavy or bulky for you to handle. If in doubt, ask for help from a fellow student, tutor or technician. Where you think a job may require specialist lifting, ask the technician.

There is a demonstration video on Moodle for you to refer to.

Think. Plan the lift:

- Can handling aids be used? Even a sack truck can make a big improvement.
- Where is the load going to be placed?
- Will help be needed with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, consider resting the load midway on a table or bench.

Take care of yourself:

- Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).
- At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load. And avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turn by moving the feet rather than twisting and lifting at the same time. Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Fire Safety

The Art Academy is committed to providing a safe environment for its staff, students and visitors; in the event of fire, they should be able to safely and comfortably leave the building. As part of this commitment, the Academy aims to ensure that the risks from fire are minimised and that the requirements of the Regulatory Reform (Fire Safety Order) 2005 are implemented fully.

Although fire safety within the Academy is primarily the legal responsibility of the Academy itself, a legal obligation also rests on all staff, students, visitors, contractors and anyone else whose actions may influence the risk from fire on Academy premises. The Academy will support the above persons to meet their duties and in turn requires their full commitment and cooperation.

The Academy has a full Fire Policy and Procedure available on Moodle.

General Fire Guidelines:

IT IS AN ABSOLUTE REQUIREMENT that you familiarise yourself with the fire safety procedure located at the Health and Safety point in your area. The evacuation procedure is displayed separately at the Health and Safety point. Smoking is not permitted anywhere in the building.

- It is essential that we know who is in the building at any given time in case we need to evacuate the building due to a fire. Students attending classes late must ensure that their tutor has added them to the register.
- Students using the Academy's facilities outside of class time, as well as tutors, staff and guests, must sign in and out on the signing-in sheet/ book located in the main lobby.

- Fire doors must be kept closed and clear – they must never be propped or wedged open.
- All fire exit corridors must be kept clear at all times.
- Fire extinguishers must never be removed from their hooks and fire alarm equipment must not be tampered with.
- Evacuation drills are carried out periodically for the purpose of testing the effectiveness of the Academy's emergency procedures. Frequency of drills will vary but there should be at least one per term and at least one unannounced drill per year.
- All flammable substances must be used and stored correctly - further information is given in the area guidance provided at the area Health and Safety point.
- Heaters of any kind must not be covered or obstructed. Gas heaters must be kept apart from one another, both when in use and when turned off. Gas heaters have clear instructions for the individual heater type displayed on them. NEVER leave a studio unattended with a gas heater left on. Always turn the heater off before leaving the studio.
- If you notice anything that you believe presents a fire risk, please bring it to the attention of a member of staff.
- The fire exits from the studios are clearly marked. Fire escape routes are also clearly marked but please familiarise yourself with the route from your studio to the final exit.
- Accidental triggering of the fire alarm should reported to the Technician, Facilities Coordinator or Operations Manager.
- Please do not leave things obstructing corridors, stairwells, thoroughfares and fire exits.
- Please keep a watchful eye on risks and hazards (e.g., damaged electrical appliances or the accumulation of combustible rubbish). We ask that you keep an eye out and report anything of concern to a Studio Technician or Facilities Coordinator.

Emergencies - Fire

If you discover a fire (no matter how small)

1. Raise the alarm by pressing the nearest fire alarm call point button and shout "**FIRE, FIRE, FIRE**"
2. Warn people in the area of the fire
3. Leave personal belongings and go directly to your nominated assembly point

On Hearing a Fire Alarm

1. **Act calmly - close all doors and windows** (to stop fire spreading) if safe to do so.
2. Help others (with mobility issues) to refuge areas if necessary, (Carers usually take wheelchair bound to refuge area).
3. Tell Fire Wardens where these people are, to allow the fire services to help them out of the building.
4. Leave by the nearest exit, go to assembly point and report to your tutor
5. **DON'T** stop to collect personal belongings
6. **Do not use the lift**
7. Report any missing persons to Academy Staff
8. Operations Staff will call the Fire Service
9. **NEVER** re-enter the building until officially told to by Operations Staff

Accidents - First aid

Any minor injury requiring treatment should be dealt with by one of the Academy's trained first-aiders. Names and contact numbers of qualified first aiders are available from the office and are posted at the Health and Safety point in each studio. There is a clearly marked first aid box located at each Health and Safety point. First aid boxes are also available in the offices.

An ambulance should be requested if the injury/illness is life-threatening or needs the skills and equipment of an ambulance or paramedic team. Examples include heart attack; sudden unexplained breathing difficulties; heavy bleeding; unconsciousness; traumatic back/spine/neck pain.

In such instances tutors, students and staff are advised to call an ambulance immediately by dialling 999. The location details of the Academy will be clearly marked at the Health and Safety point. Once an ambulance has been requested, the Operations Manager should be notified

Student and tutor Responsibilities under the First Aid at Work Code of Practice:

- Seek assistance from a First Aider in all cases of injury or sudden illness on Academy premises.
- Call an ambulance if they think an injury or illness is life-threatening or needs the skills/equipment of an ambulance or paramedic team and inform the Operations Manager of their action.
- Provide support to First Aiders if necessary.
- Complete a report for all accidents, injuries, sudden illnesses, first aider attendances, and near misses.

Please refer to the full Code of Practice: First Aid at work for more details.

Building Orientation and general rules

Please familiarise yourself with the layout of the buildings, including the fire exits. Areas such as resident artist studios may only be entered by authorised persons. If you need guidance, please ask a senior member of staff.

Mermaid Court: Other than for those individuals with Mobility issues, the lift at is STRICTLY for loading use only, not for general passenger use and may only be used to move equipment and materials with the permission of the Technician or another member of staff. Please speak to the Operations Manager if you have impaired mobility and need to use the lift.

The roofs, lift control room and patio gas storage area are strictly out of bounds except to Technicians, the Facilities Coordinator or the Operations Manager. Students found to have been in these areas may be permanently excluded from the Academy

Newington: Students are not permitted on the top two floors or basement areas. Other areas in the building being rented by external organisation are also of limits to all students. Students found to have been in these areas may be permanently excluded from the Academy.

General: Personal possessions must be tidily stored and must not create trip hazards or be kept in places where they may fall and injure yourself or others. Areas in which you work must be kept tidy and free of clutter – untidy areas create fire hazards. Please clean up after yourself in the Common Rooms and offices – throw away uneaten food, wash up after eating, and keep the fridge clean and tidy.

6. Institutional policies and regulations

As a student and member of the Academy community you will need to be familiar with a number of institutional policies, regulations and procedures in addition to those already signposted in this document. All relevant policies and documentation are available on Moodle.

Equality and Diversity policy

The Art Academy has a duty of care to all those who are involved in its work. Through its policies and in its day-to-day functions, the Art Academy is committed to promoting equality and fairness, and to combating discrimination. This commitment applies to everyone, staff and students alike, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age, and embraces our legal responsibilities.

Under UK legislation and this policy, every member of staff and student has a responsibility to:

- Listen to what others have to say and respect their point of view.
- Understand that it is unlawful to discriminate on the grounds of race, religion, gender, sexual orientation or disability and that disciplinary action will be taken against those involved in discrimination, harassment or bullying on any grounds.

- Speak out if the situation demands it (e.g. if there is an immediate risk of escalation) or, more often, report it if they witness or are aware of bullying, vindictiveness, verbal or physical aggression and not assume that it is someone else's responsibility.
- Question their prejudices and assumptions.
- Avoid using language and behaviour that might offend others.
- Familiarise themselves with the responsibilities that equalities legislation places on them.
- Be sensitive to issues of cultural diversity in their work.

Please see the Equality and Diversity policy and strategy for details.

Safeguarding Policy

The Art Academy is open to all. This includes children and young people who are under 18 and vulnerable/protected adults and adults at risk. In line with current legislation and guidance in England, Northern Ireland, Scotland and Wales, the Academy recognises that it has a duty of care in creating a safe environment for the above groups for their studies or employment, and, by working with appropriate external agencies, is committed to ensure that they are safeguarded and protected from harm.

Safeguarding is accorded utmost priority and you should be aware of the institution's commitment to the safety of vulnerable/protected groups, the Policy and to relevant codes of conduct, and know what to do if a concern arises.

The Academic Quality and Programme Manager is the Designated Safeguarding Officer.

Please see the safeguarding policy and procedure for details

PREVENT Policy

The Academy has a statutory duty to fully comply and report on Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". It acknowledges the responsibilities assigned by the legislation and has devised its PREVENT policy to address these responsibilities. The purpose of this duty is to aid the process of preventing people from coming to harm by being drawn into terrorism and it is embedded into a number of the Academy's policies as part of our wider duty of care to both students and staff. The Academic Quality and Programme Manager is the Academy's Prevent Coordinator.

Please see the PREVENT policy and procedure for details

Freedom of Speech Policy

Freedom of speech is an important part of academic and wider life, especially to artists. The Academy will ensure it promotes freedom of speech for its students, staff and visiting speakers. On rare occasions, individuals might seek to express unlawful opinions or an event might lead to a breach of the peace. It is, therefore, necessary to have regulations, as described in the policy, to deal with such situations. However, in assessing any necessary restrictions the Academy will always be mindful of the sacrosanct principle of freedom of speech.

Please see the Freedom of Speech policy for details

Complaints

The Academy makes every effort to ensure that you have the best experience. We recognise that there are times when you may have a specific concern about the provision of a programme of study or a related academic service. The complaints policy and procedure aims to help to resolve such concerns in a manner which is as fair and expeditious as possible.

Complaints should not be confused with Academic appeals which should be taken up in accordance with the Academy's **Academic Appeals Policy and Procedure**.

An academic appeal is defined as a request for a review of a decision concerning the following matters:

- (i) final award;
- (ii) progression from one stage or level of the programme to the next;
- (iii) assessment on the programme.

Please see the student complaints policy and procedure for details

Fitness to study

Fitness to study relates to an individual's capacity to participate fully and satisfactorily as a student, in relation to academic studies and life generally at the Art Academy. The Academy is committed to supporting your wellbeing and recognises that a positive approach to the management of physical and mental health is crucial to student learning and academic achievement.

Please see the Fitness to Study policy and procedure for details

Student Disciplinary Policy and Procedure

The welfare and wellbeing of all users of the Academy depends on the reasonable and disciplined behaviour of individuals. The Student Disciplinary policy and procedure are designed to help you to achieve and maintain the high standards set by the Academy and to ensure consistent and fair treatment for all, by setting out the actions which will be taken if Academy regulations are broken. The main aim of the Student Disciplinary policy and procedure is to provide a framework to promote positive behaviour and within which student misconduct will be dealt with.

Please see the Student Disciplinary policy and procedure for details

Bullying and Harassment Policy

Harassment occurs when an individual is subjected to unwanted conduct which has the purpose (intentional) or effect (unintentional) of:

- Violating a person's dignity, or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Moreover, harassment is unlawful when it is on the grounds of sex, gender reassignment, race, ethnic or national origin, sexual orientation, age, religion/belief, or for a reason relating to a person's disability.

The Academy will not tolerate harassment or bullying in any form.

It is the individual's perception of whether the conduct in question was unacceptable that is important in determining whether harassment occurred. Where the conduct in question is found to have been unintentional, it will be viewed as having the effect of harassment if this could be regarded as a reasonable conclusion when taking into account all the circumstances, including the complainant's perception.

A student who believes that they have been subject to harassment should, in the first instance, state that the behaviour is unwelcome, unwanted, unacceptable and/or offensive and ask the individual(s) concerned to stop. However, if the victim of bullying or harassment is too upset, frightened, embarrassed or believes that the bully or harasser(s) may be unapproachable or unreceptive; he/she should immediately seek advice from the Academic Team or their Programme/ Pathway Leader.

Please see the Bullying and Harassment policy for details

7. Student participation and evaluation

As a charitable institution with the aim of championing widening participation, accessible learning and inclusivity in arts education, community is the heart of the Art Academy. Our community is made up of a wide variety of staff, short course students, resident artists and alumni with our academic course students at its heart; it is central to the ethos of the Academy that the members of our community contribute to its growth and development, that our students take pride in being an active member of the Art Academy community.

To this end, student engagement in the development of the Academy, curriculum and the decision-making process is actively encouraged. Feedback forms a significant part of student engagement and is collated

through both formal and informal channels. At key points in the academic year, you will have the opportunity to feedback formally through end of module and year/ programme surveys and become involved in the student council and forum.

The small size of the Academy is highly advantageous in promoting student engagement and community belonging, as this enables all staff to operate an open door policy and build good relationships with students, who are actively encouraged to engage with the management and executive teams (including the Principal); you are invited to feedback continuously throughout the year on a more informal basis.

The Student Council is central to the review, development and improvement process that the Academy is continually engaged in as part of its aim to provide the best student experience possible. You are encouraged to participate in all aspects of this process, help shape the future of the Academy and become active members of the Art Academy community.

Please see the document 'A guide to student engagement' available on Moodle for more information.

8. Commissions and copyright of your work.

Commissions or competitions may be offered to students through the Art Academy. If a student wins such a commission, a 20% commission fee is payable to The Art Academy. Commissions which a student receives on their own account do not incur any fee to The Art Academy. Sales of all work displayed during the Graduate Show and other exhibitions is subject to a 20% commission payable to The Art Academy.

Whilst you own the copyright on your work, you agree to allow the Art Academy the right to use images of you working within the Academy and work produced during your programme on its website and in its marketing materials. You may object to use of a specific image by contacting the Marketing Officer. Printed materials will not be withdrawn, but the image will not be used in new materials.

There is a comprehensive guide to copyright law and its implications as a student and as an artist available on Moodle.

9. Data Protection

Data Protection Act 2018 (DPA 2018) and General Data Protection Regulations (GDPR) regulates the processing of personal data. We are registered with the Information Commissioner's Office.

The Academy has a full Data Protection Policy which you are advised to refer to. It sets out the Academy's commitment to comply with the DPA 2018 and GDPR.

The DPA and GDPR are both centred on key data protection principles:

- Personal data shall be processed fairly and lawfully
- It shall be obtained for specified purposes
- It shall be adequate, relevant and not excessive
- It shall be accurate and up-to-date
- It shall not be kept longer than necessary
- It shall be processed in accordance with the rights of the data subject
- Measures shall be taken to protect processing, and to prevent loss and damage
- It shall not be transferred outside the European Union unless there is an adequate level of protection in that country

The Academy maintains a Records Retention and Disposal Schedule setting the periods for which records containing personal data are to be retained.

Own Personal Data.

The Academy will comply with requests from an individual to exercise their rights under the DPA and GDPR.

All students are responsible for checking that information they provide to the Academy in connection with their employment or studies is accurate and up to date. Any changes to personal data provided (e.g. change of address) must be promptly notified, in writing, to the Academic Quality and Admissions Coordinator.

10. Confidentiality

Your personal information is classified as confidential and will not be released to outside sources without your prior authorisation, except where a request has been made by the authorities (such as the police, central government) and the Academy considers there a lawful basis for doing so. Requests from local authorities for the purpose of assessing council tax exemption of students will be answered.

All staff members are expected to treat the personal information of staff members, students and Academy affiliates with respect for confidentiality.

In accordance with the Data Protection Act 2018 (DPA 2018) and General Data Protection Regulations (GDPR), the Art Academy will require students to clear security when calling us to discuss any information covered by the DPA/GDPR*. In such cases all students will be required to confirm required to give 3 forms of verbal ID over the phone to confirm they are the student they claim to be. These 3 forms of ID will be:

- a) Full name (including middle names)
- b) Date of birth
- c) First line of address

If any of these details should change, e.g. change of address, the office must be notified in person. All email correspondence will be sent to the email initially listed in the student's application, unless they have informed the office of a change of email.

**this pertains to information such as contact details, financial information (including fees and bursary information), information about medical and other conditions, grades and other individual progression information (i.e attendance, extenuating circumstances, appeals & complaints etc). Students phoning for general inquiries or information on timetables, to inform of absence or lateness etc will not need to pass these security measures.*

It is important to be aware that the Academic team will not be able to speak with family members/guardians, etc. unless the student has given expressed permission to do so. Family members/guardians/etc will need to confirm the above 3 forms of ID and a password set up with the student and the Art Academy.

The Academic team will complete each call with a short note on the relevant students' file to document the reason for the call.

The Academy will seek to ensure that personal data is only shared across different teams or departments where those areas have a business need for accessing that data.