

ART ACADEMY LONDON

**Student Handbook for Open University Validated
Programmes Academic Year 2020/21**

Contents

1. Welcome and Introduction
2. Student Charter
3. Staff
4. Student Support, Guidance & Advice
5. Facilities and Services
6. Other Institutional Policies and Regulations
7. Student Participation and Evaluation

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 Art Academy London. 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 college.

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

Art Academy London 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, and you can find more information on our Virtual Learning Environment, Moodle, once you've been inducted in its use. 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.

And I'd like to add a few words about Covid 19, which is affecting so many aspects of all our lives this year. I'd like to reassure you that here at Art Academy London we are committed to doing everything we can to keep everyone in our community safe. This includes introducing social distancing measures throughout the Academy by reducing class sizes and creating one way systems for moving around our buildings where appropriate, as well as increasing the frequency and thoroughness of the Academy's cleaning regimes. We are asking all our students to work with us to help to keep themselves and other members of the community safe: we are sure you will want to cooperate with us on this. It will include asking you to respect social distancing measures, to wash or sanitise your hands frequently, and to stay away if you have any symptoms of Covid 19, or to inform a staff member and leave the building immediately should you develop those symptoms whilst at the Academy. We are also requiring everyone to wear a mask at all times whilst in any of the Academy buildings. If you have any questions relating to Covid 19 and the Academy's response to it, please do ask any member of staff. You can also find information on Moodle.

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

Rob Pepper,
Principal

2. Student Charter

As an Art Academy London 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 my knowledge and opinions; participate in the culture of open communication and ask for help when I 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 mindset;
- 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 my ability with passion;
- Provide honest feedback to help future Academy developments;
- Take responsibility for my own learning;
- Maintain positive lines of communication with Academy staff including keeping current contact details up to date;

- If I pay fees or have a student loan for my studies, make myself familiar with my financial commitment to the Academy.

Art Academy London 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 you to gain employability skills and research and prepare for your 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 about course costs (including additional material costs) and promote available financial support;
- Advertise what information, support and advice is available at the 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	sue@artacademy.org.uk
Darren Nairn	Director of Academic Quality, Standards & Student Experience	darren@artacademy.org.uk
Harriet Wheeler	Director of Operations	harriet@artacademy.org.uk
Sophie Singh	Director of Development	sophie@artacademy.org.uk

The Executive Team has responsibility for the strategic management of Art Academy London, 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 email (or phone via the office) on the days he's not in. The Director of Programmes, Sue Spaul, is on campus three days a week and usually teaches on a fourth day. Sue has overall responsibility for academic affairs at the Academy and heads the team of Programme/ Pathway Leaders. She also has overall responsibility for student welfare. She can also generally be contacted by email (or phone via the office) on the days she's not in. Sue deputises for the Principal

as necessary. The Director of Academic Quality, Standards and Student Experience, Darren, has overall responsibility for quality assurance and enhancement at the Academy; he ensures that there are appropriate academic structures, policies and procedures at the Academy and your programme meets national standards. He is also the Designated Safeguarding Officer and the Prevent Coordinator. He is on site full time and can be contacted by phone or email. The Director of Operations, Harriet, has overall responsibility for the buildings, facilities and HR. She is on site full time and can be contacted by phone or email. The Director of Development, Sophie, is responsible for fundraising and new initiatives. All members of the Executive Team operate open-door policies, and are available to speak to students at any time.

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

Academic team

Sue Spaul	Director of Programmes	sue@artacademy.org.uk
Rebecca Kunzi	Academic Programme Manager	rebecca@artacademy.org.uk
Aimee Briggshaw	Admissions Administrator	admissions@artacademy.org.uk
	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 programmes. Most 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 Programme Manager, Rebecca, works closely with Sue, the Programme/Pathway Leaders and Tutors to ensure the smooth running of your programme, that all students are happy, safe and making progress in their studies. The Admissions Administrator looks after the admissions process, working with the Director of Academic Quality, Standards and Student Experience.

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)

Alison Hand	BA Programme Leader	alison@artacademy.org.uk
Julian Wild	FD Sculpture Pathway Leader	julian@artacademy.org.uk
Roxana Halls	FD Contemporary Portraiture Pathway Leader	roxana@artacademy.org.uk
Tom Morgan Evans	Art Theory & History Department Leader	tom@artacademy.org.uk
Briony Marshall	Professional Development Department Leader	briony@artacademy.org.uk
Katherine Jones	Print Manager	print@artacademy.org.uk
Lynne Abrahamson	SEND Coordinator	lynne@artacademy.org.uk
Lynn Dennison	Foundation Programme Leader	lynd@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

Jim Knight	Operations Coordinator & Open Access workshop Technician	jim@artacademy.org.uk
Felipe Marinho	Studio Technician (Daytime)	felipe@artacademy.org.uk
William Henry Scott	Studio Technician (Evenings) & Open Access Workshop Technician	technician@artacademy.org.uk
Solomon King	Studio Technician (Evenings)	technician@artacademy.org.uk
Georgina Luxford	Marketing Manager	georgina@artacademy.org.uk
James Jarrett	Digital Marketing Executive, Digital Lead	james@artacademy.org.uk
Anna Winders	Marketing Assistant	anna@artacademy.org.uk
Zuzana Knightova	Public Programme Manager	zuzana@artacademy.org.uk
Lucia Blagden	Public Programme Administrator	lucia@artacademy.org.uk
Farnoush Aminimoghadam	Evening & Weekend Duty Officer	info@artacademy.org.uk
Shreeti Visrolia	Evening & Weekend Duty Officer	info@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 Director of Operations is responsible for all the buildings and works with the Operations 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 Operations Coordinator who you will be able to go to with day-to-day resource and facilities issues. The (on duty) 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 Digital Lead 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 (Wood & Metal) Open Access Workshop Technicians run the wood & metal workshop. Open Access is available Wednesdays and Fridays. They are also on hand to help students install work for assessment days and the graduate shows.

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 courses (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.

The Marketing Team will be there to assist you in marketing and organising your graduate exhibition, and may be able to give you advice in relation to 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).

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 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)

The academic resources and support section contains Academy-wide information relating to all students:

- OU academic regulations
- All relevant policy and procedure documents and associated forms
- Art Academy wiki
- Digital suite information and resources
- Library catalogues, resources and information
- Useful study skills resources
- Resources and information relating to Health & Safety and facilities

You have a dashboard/ homepage through which you are able to access:

- Main programme Moodle course page
- Elective Skills workshop Moodle course pages
- Academy Professional Development Wiki
- Academy calendar
- Transcript of grades
- Private file storage

The tutorials section allows you to access:

- PAT schedules and information
- Booking form for PATs
- Information on artistic tutorials
- Booking form for artistic tutorials

Main academic programme Moodle courses allow you to access:

- Programme Handbook
- Student handbook
- Studio practice module specifications
- Project briefs, timetables and schedules for studio practice modules
- Attendance records for Studio practice modules
- Resources for Studio Practice modules, including reading lists
- Resources and information relating to the wider programme, including reading lists

- Specific H&S information
- 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 allows you to access:

- Course/ module documents, 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

Academic teaching staff are easily accessible and provide comprehensive support throughout your studies. 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.

You will be supported both academically and pastorally by your Programme/ Pathway Leader (working closely with the Academic Team).

Personal Tutoring

You will be allocated a Personal and Academic Tutor (PAT) at the beginning of your period of study at the Academy. Programme or Pathway Leaders will fulfil this role with additional PATs appointed from amongst the Academy's core Studio Practice tutor group. You will retain the same PAT throughout your two or three year period of study, except where staff changes prevent this.

These tutorials provide opportunities for you to review Personal Development and Planning (PDP) and seek guidance on academic matters; they are centred around discussions about your academic progress and advice on your choice of Elective Skills Workshops for the following term. These tutorials are also used to discuss pastoral, personal, academic and administrative issues, and to monitor and discuss your targets and general wellbeing. Through these tutorials, PATs provide personalised and consistent support throughout your journey at the Academy, helping to ensure you maximise your opportunities and achievements. Your Programme/ Pathway leader will be able to refer you to appropriate support services (external and internal) where appropriate.

You will be advised of the annual timetable for tutorials at the beginning of each academic year and appointment schedules will be posted on Moodle. They will be a mixture of group and one-to-one tutorials. This will usually be up to six times a year (seven for newly enrolled students), including meeting your PAT at least once per term one-to-one. These appointments usually occur during Studio Practice Module days (for both full time and part time students). If you are unable to attend any of these sessions and need to reschedule, speak directly to your PAT or the Academic Programme Manager, who will be able to help you.

For newly enrolled students an initial tutorial is also scheduled for the first week of the academic year. This initial tutorial is intended to support the induction programme in introducing new students to the culture of the Academy and familiarise them with academic expectations and help ease the transition into Higher Education.

You are able to request additional tutorials throughout the year to discuss any academic or personal issues you wish, by contacting your PAT directly on the email listed in this handbook. They will arrange to see you at the next possible opportunity. Should you wish to speak to someone other than your PAT, for whatever reason, you can also meet with the Director of Programmes or any member of the Academic Team; simply pop in to the office and if possible, they will speak to you there and then or agree an appointment. You can additionally email to arrange an appointment. In such instances the member of staff may agree with you that the content of the discussion is passed on to your PAT, if it is appropriate and necessary, though you are able to request confidentiality provided that the member of staff agrees that any information you disclose does not need to be shared in order for your PAT to continue to effectively support you or to ensure the safeguarding of you or another student.

All PAT tutorials are recorded on notes on your student record. These provide a summary of points discussed for the Academy staff to consult in preparation for other future tutorials. Should you mention anything you wish to remain confidential please state this. Please be aware, should the PAT (or other member of staff) consider the sharing of that information necessary to ensure the safeguarding of you or another student they are obliged to share it with the designated safeguarding officer.

A typical timetable for Personal and Academic tutorials is set out below.

Term 1	Week 0	Group tutorial - Induction Session Introducing PAT system Allocating PATs Outlining timetable for PATs Discuss academic programme Explain student support services
	Week 1	One-to-one meeting with PATs Introductions Initiate plan for the year
	Week 5	One-to-one tutorials Review academic progress and welfare, setting targets and discussing any issues with either and appropriate further support as necessary. Discuss Elective Skills Workshop choices for Term 2
Term 2	Week 1	Group tutorial Review academic programme, with particular reference to aspects of Term 2
	Week 5	One-to-one tutorials Review academic progress and welfare, setting targets and discussing any issues with either and appropriate further support as necessary. Discuss Elective Skills Workshop choices for Term 3
Term 3	Week 1	Group tutorial Review academic programme, with particular reference to aspects of Term 3
	Week 5	Extended one-to-one tutorials Review academic and artistic progress and welfare, setting targets and discussing any issues with either and appropriate further support as necessary. Discuss Elective Skills Workshop choices for Term 1 of the forthcoming academic year <i>For graduating students the remit of tutorial sessions in the third term will focus on final preparation for the graduate exhibition and support for individual progression plans.</i>

Please see the full tutoring policy, which forms part of the document 'Student Support and Guidance'. This is available on Moodle, in the [Policies](#) section

Contacting tutors

All programme, pathway leaders and other key programme staff are directly contactable via official Academy email, as published in the programme and student handbooks. You can contact studio practice and other module tutors through the Moodle messaging system. These tutors will respond to you within normal working hours.

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 are 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.

Student welfare

The Academic Team provide support in conjunction with PATs and Programme/Pathway Leaders 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:

- Financial assistance & funding
- Learning skills development support
- Monitoring and reviewing progress
- Careers guidance and support
- Guidance on extra-curricular activities
- Advice on further study
- Assistance for students with disabilities, specific learning difficulties, SEN and other needs.
- Counselling & mental health issues (via external support agencies)
- Accommodation
- General welfare advice (travel, part time work, local GP services, external support agencies)
- *COVID related issues*

COVID - 19

The safety of all members of our community is paramount and we have put in place a number of **COVID - safe measures** for 20/21. These include:

- Reduced occupancy within studios to ensure social distancing
- Staggered start, finish and break times to reduce the number of people in communal areas at any one time.
- Altered start and finish times to enable all to avoid rush hour on public transport.
- Temporarily restricted access to some communal areas/ facilities.
- Increased cleaning throughout our buildings.
- Policies and procedures to enact in the event of any member of our community becoming infected with COVID.

In addition to these measures, following the latest guidance from SAGE regarding appropriate measures for higher education institutions, the Academy, like other HE institutions, requires **EVERYONE TO WEAR FACE COVERINGS AT ALL TIMES** when in our buildings. Exemptions apply for those with medical reasons*, models while modelling, and tutors when the face covering may interfere with teaching (such as the need to allow hearing impaired students to lip-read etc). In such instances face coverings should be worn by all other participants (unless exempt).

This rule is in place so that we can keep each other safe; students not complying with this requirement (and social distancing and any other rule, policy or procedure introduced by Art Academy London as part of COVID - safe measures) may be subject to disciplinary action.

In order to ensure that social distancing is maintained in communal areas, if you arrive early for your class we ask that you proceed straight to your studio and not to occupy the barn. Whilst we want you to be punctual, please avoid arriving excessively early. We also request that you leave studios and buildings promptly at the end of the day (other than personal studio spaces) to enable the Operations team to clean ahead of the start of evening classes and that you refrain from occupying the barn at the end of the day.

Up to date details regarding COVID, keeping safe and all relevant policies and procedures can be found on Moodle.

We will be keeping all measures under review and change/ update as appropriate. As soon as it is safe to do so, we will, of course, return to normal.

*those who are medically exempt, should speak to the Academic Programme Manager.

SEN

The Academy welcomes students with Special Educational Needs subject to being able to support their individual needs. The SEND (Special Educational Needs & Disabilities) Coordinator has overall responsibility both for their welfare and for enabling them to access the curriculum successfully during their time at the Academy. A bespoke programme of elective skills workshops will be mapped for each student if necessary, and alternative assessment models employed where appropriate in order to provide parity of opportunity with non SEN students. The SEND Coordinator will act as PAT and first point of contact for all SEN students. The SEND Coordinator and Academic Programme Manager also ensure that all other tutors working with an individual student with Special Educational Needs are appraised of the needs of that student, and understand what, if anything, they need to do to support the student and his or her 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 and are able to assist with the application for DSA*. They will ensure that relevant tutors and members of staff are aware of the individual needs of these students.

We operate an emergency evacuation system that includes Personal Emergency Evacuation Plans (PEEPs) for disabled individuals or those with temporary conditions which may affect their ability to follow standard evacuation procedures or require assistance in the event of an emergency evacuation. If you have identified potential issues with being able to evacuate the buildings independently in an emergency via the induction questionnaire, you will be invited to discuss your requirements and draw up a PEEP with a member of staff. More details about PEEPs are available on [Moodle](#).

*when access to DSA (Disabled Student Allowance) is available.

Mental Health

Your mental health is important and our staff and tutors will do their best to look after your well-being, so that if you have difficulties they will either be available to help you themselves, where possible, or to advise you to who to talk to.

If you have symptoms such as stress, low mood, 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 your PAT, Programme/ Pathway leader, 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 or where we consider the sharing of that information necessary to ensure your safety and wellbeing. We will always aid you in finding an appropriate service. If a tutor or staff member has concerns about your mental health, they may pass these on to your PAT, who will raise the concern with you sensitively, in confidence, and, if it is what you want, refer you to the appropriate source of help or support.

Services with experienced volunteers that can help:

MIND - 0300 123 3393

Advice and guidance and drop-in centres for anyone affected by mental health issues. www.mind.org.uk

LONDON NIGHTLINE - 020 7734 2800

Online and telephone support provided by London students. 6pm-8am, term time only. www.nightline.org.uk.

Skype: chat.nightline

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

SANE - 0845 767 8000

Emotional support for anyone affected by mental health issues. www.sane.org.uk

STUDENT MINDS

Resources and peer support for HE students <https://www.studentminds.org.uk/>

Artistic Tutorials

You will additionally receive an artistic tutorial per term in terms 1 & 2 (except in Level 6 for BA students, who will see visiting tutors during studio practice) to enable you to discuss any aspect of your work and practice or career and progression goals in detail with a specialist practitioner; you are able to choose which tutor to see from a published list each term, according to your needs. This supports high levels of achievement, providing you with the opportunity to seek highly specialised advice, and to take responsibility for your own learning and development.

In the third term all level 4 and 5 students have an extended PAT instead of an artistic tutorial, which is an opportunity to review their artistic progress for the year (as well as fulfilling the standard academic and pastoral remit of PAT tutorials).

*As part of our **COVID-safe measures**, you will have the option of attending tutorials physically or online.*

Academic Support

You will participate in a number of workshops and sessions at relevant points in your programme to enable you to develop the requisite skills for an appropriate level of academic study; these include sessions on referencing and writing, research and presentation skills. Further resources are made available via [Moodle](#).

Initial dyslexia screening is carried out as part of induction, with those students returning results for possible dyslexia recommended to undergo full testing independently; The Academy refers students to the British Dyslexia Association who undertake diagnostic assessments for dyslexia for post 16 year olds and adults. The student may need to bear the cost of such an assessment. Extra support is put in place for individuals with identified (stated) needs such as dyslexia as well as those for whom English is a second language.

There are a number of laptops available in the library with Read & Write (dyslexia assistance) software and two scanning pens to assist those students for whom English is a second language. These can be loaned to students for short periods (i.e over weekends or reading weeks); please speak to the Academic Team to arrange.

Enhancement and Employability

You will be notified regularly of opportunities to take part in external exhibitions, live projects, competitions and commissions as part of your personal and professional development. Trips to exhibitions are scheduled as part of many of the Elective Skills Workshop Courses and you are encouraged to regularly attend Art Fairs and exhibitions independently as part of your ongoing development.

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 (please note these will be limited this year due to COVID). 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 and to provide networking and career opportunities.

There is no formal requirement for a professional placement year, although you are encouraged to undertake relevant work experience as and when it is compatible with the course of study e.g during the holiday period. Should you decide to take an independently organised placement year (or relevant study period abroad) this can be accommodated between any levels and will not affect progression, but it should be noted that these are not offered formally as part of the Academy's programmes. Level 6 BA students also have the opportunity to gain teaching experience through involvement in the delivery of evening classes (as teaching assistants), charitable outreach events and corporate training creative days.

Although the Academy does not have a dedicated careers service or advice and guidance department, career education and advice is embedded within the programmes in the form of Professional Development modules which provide opportunities to identify and action next steps in planning your career. This is supported through the Artistic and Personal & Academic (PAT) Tutorials and the close links between the Professional Development and Studio Practice modules. Some career guidance is additionally undertaken by the Academic Team and you have the opportunity to seek further advice from tutors, guest tutors and speakers where relevant.

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 from the [Policies](#) section of Moodle

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, excluding 'Master Classes'). These are available at the discretion of the 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 and Sunday mornings. These are drop in sessions which you need to pre register for. 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

Opportunities and support for study abroad

Art Academy London does not currently have formal arrangements that allow students to study abroad, although we do have relationships with art schools in other countries and may explore options for overseas study in the future.

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.

Under normal circumstances, at Mermaid Court, The Barn (Common room) is open to all and often used for social events. The facilities provide free tea and coffee, together with fridges and microwaves for your use.

*However, we have temporarily closed full access to the Barn, as part of our **COVID - safe measures**. You can still access the barn for hot water (free via the coffee machine), the coffee machine (a small charge) and limited seating.*

Students are temporarily permitted to remain in their studio during lunch and break times, but extra care should be taken to observe good hygiene and health & safety if eating or drinking. temporarily permitted to remain in their studio during lunch and break times, but extra care should be taken to observe good hygiene and health & safety if eating or drinking.

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. *(as appropriate, depending on facilities available at the time).*

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.

Level 4 (year/ stage one) Degree (BA & FD) students DO NOT get assigned a personal studio space and will be in a variety of studios for all the time they are in tutored sessions, including for Studio Practice modules. Level 4 students need to tidy and store work away at the end of all sessions. Students will be provided with storage space where they can leave their work between teaching sessions. There are often free studios that students can use during the daytime. Please speak to the Academic Team about availability. Studios are often available for use outside term time.

When you reach Levels 5 and 6 (years/ stages Two* and Three), you will be given a personal studio space where you can work independently and leave your work outside taught sessions, including outside term time (with the exception of the summer break when the space will need to be cleared for the graduate show, cleaning and building/improvement work). Your Studio Practice modules will take place in these studios but you will attend your Elective Skills Workshop courses in other studios throughout the campuses.

During days on which the Studio Practice modules are delivered you will have open access to the Digital Suite, Wood and Metal Workshop and Print Studio (print only for those students who have previously completed print workshops). *(Please note that as part of current **COVID - safe measures** we have reduced occupant capacity in these spaces and students will be required to pre-book to attend. When the current situation allows, open access will return to a drop-in arrangement).*

**Please note that in Level 5 part time students will only be allocated studio space when undertaking the studio practice modules (as this facility is intended to assist you in completing these modules). Part time students will*

take studio practice modules for three of the six terms they complete the level over. Both full and part time students will be assigned personal studio space for the entire year in Level 6 (BA).

Studio Etiquette

Further to our standard studio etiquette requirements below, as part of our **COVID- safe measures**, we will require all students to be extra vigilant about cleanliness in the studios: You will be fully briefed for each studio environment by your tutor regarding specific requirements such as wiping down the equipment used with disinfectant (provided).

To provide the best possible facilities, courses and teaching at Art Academy London, 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 (when sweeping dust, damp-down first to avoid inhalation).

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 fully clear down the surfaces, damp-down 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. Use the oil rag bin for safe disposal of oil rags.

PAINTING - please use the oil rag bin for safe disposal of oil rags and wipe down tables, chairs and easels at the end of the day. Zest-it (the Academy is white spirit free) should be recycled (please see the video on Moodle) or disposed of in the bucket provided

EXTENSION CABLES - please put cable mats over extension cables and make sure they're not overloaded.

GENERAL:

- Never leave hazardous substances open or near heaters during classes; all hazardous substances should be stored in a COSHH cupboard when not in use. Keep lids on when not in use.
- Turn off all heaters before leaving a studio unattended.
- Don't paint the walls.
- 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 Operations 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 and working out of hours

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. Report suspicious characters or behaviour and if in doubt take people to the office or contact a staff member. If you feel threatened call the office immediately.

Guests are welcome in the studio (except in taught sessions) as long as the office is informed beforehand, they sign in and wear a lanyard identifying them as a visitor, 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.

Students have access to the buildings and studios outside of taught sessions in order to work independently (if they have personal studio space), during the following hours:

Mermaid Court:

Monday to Thursday 09.00 - 21.00

Friday 09.00 - 17.00

Saturday - NO ACCESS

Sunday - NO ACCESS

Please be aware that the first two weeks of the September term (2001) access will be in normal working hours 9.00 - 17.00 only Monday - Thursday. The above advised times will operate from week three 2001.

In order to aid increased study as students work towards their graduate show, buildings will be accessible on Saturdays 10.00 - 16.30 during May and June, term 2003.

Students must observe all H&S guidelines and fire regulations. Any student found to be wilfully disregarding these regulations or endangering themselves or others will have additional access rights rescinded and may be subject to the Academy's student disciplinary policy. Students are not permitted to work in Academy buildings outside of these times.

Please note that advertised evening and weekend access hours may be subject to revision from term to term.

Students are also able to access project spaces, studios/ buildings during most holiday & half term periods (except during the Christmas shut down and some summer periods) during normal office hours (9-5). For access to general studios during these periods (ie those other than dedicated Level 5 & 6 studios) please consult with the Operations Coordinator.

Storage

Level 4 (1st year/ stage one) students will be given a storage area in one of the basements where you can store your work safely. Level 5* (2nd year/ stage two) and Level 6 (3rd year/ stage three) students will be able to store work in their dedicated studio space. You can also store tools and equipment here (or in your dedicated studio space). However, 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. Art Academy London maintains a lost property cupboard and will dispose of unmarked lost property after one month if it has not been claimed.

* except those part time students who have not been allocated studio space; they will be provided with storage space.

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 Programme Manager 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 Operations Coordinator). 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

*As part of our **COVID - safe measures**, we will temporarily require students to order shop items in advance (via email to sales@artacademy.org.uk) for collection and payment from the office (during specified times). Browsing will (temporarily) not be permitted. Price lists are available on Moodle and in reception.*

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

Monday to Friday: TBC - please see posters in reception.

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

Equipment loans

Under normal circumstances, you are able to borrow a range of digital equipment such as cameras, sound recorders and projectors. You will need to see the Digital Lead to organise this. Please note that some equipment (such as projectors) is generally only available for use on campus.

*However, as part of our **COVID - safe measures** we will need to restrict access to some items (i.e sound recorders and headphones will be temporarily unavailable until such time as it is safe to share this equipment). Equipment such as digital cameras will need to be cleaned/ or quarantined after loan. This will, therefore, restrict availability.*

IT access & Printing

There is open access to the Digital Suite during the days that Studio Practice modules are delivered (*as part of our **COVID - safe measures**, you will need to book in advance to attend open access*). 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, Sculpttris, 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 Lead.

The 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 being used for classes, please speak to the Digital Lead for booking and inductions. (*Please be aware that as part of our **COVID - safe measures**, that access to this facility will be restricted*).

The 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. (*you will need to order printing in advance as part of our **COVID - safe measures***)

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 office. These laptops can only be used on campus. (*Please note this facility is currently not available due to our **COVID - safe measures***).

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

Art Academy London Library utilises both physical and virtual resources. The library contains approximately 1500 books and approximately 150 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.

*As part of our **COVID - safe measures**, the library is currently closed to physical browsing. You will still be able to borrow physical books, requesting them via email for later collection. Upon return books will be quarantined for 72 hours before being made available again. Full library access will be reinstated when safe to do so again.*

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. Induction to the British Library forms part of the preparation for the Art Theory and Art History modules and 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, worksheets or assignment sheets, 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.

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 Health & Safety induction during your programme induction/ at enrolment covering the content of the Student Handbook and general studio guidance. You 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, tools and equipment throughout your time at the Academy. **YOU MAY NOT USE ANY TOOLS OR EQUIPMENT WITHOUT THE RELEVANT INDUCTION.**

There are Health and Safety videos on the Facilities, Health & Safety section of Moodle covering safety procedures including: manual handling, safe use of a ladder and using our easels and sculpture stands. You are required to watch these to ensure you are familiar with these procedures.

In addition to the Health & Safety Policy the Academy has studio/ area guidance and activity specific risk assessments, which you can find in the H&S points in every studio. The Academy also has a number of Codes of Practice relating to specific activities. These are all available on Moodle and you may be required to read these as relevant to any activities you are undertaking.

If you are unsure about any health and safety issues please ask the Operations Coordinator 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 termly to review and improve our health and safety guidance and policies);
- report hazards to the Operations 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 have an accompanying COSHH risk assessment in the studios (in which they are used). Hazardous substances must be used in accordance with the instructions and stored in a COSHH cupboard, or under the conditions described in the specific COSHH risk assessment. You **MUST NOT** use hazardous substances unless you have been inducted into their use. You **MUST** wear the PPE (personal protective equipment, such as gloves and safety goggles) listed on the specific COSHH risk assessment when handling any hazardous substances. Hazardous substances must be disposed of in accordance with instructions on the label and COSHH risk assessment.

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, which are available from the [Facilities, Health & Safety Section of Moodle](#).

Safe use of Equipment

During your time at the Academy you will use a variety of different tools and equipment. Your tutors will induct you on the safe use of all of them. You should always follow the tutors instruction and never use any unfamiliar equipment without an induction.

*Please be aware that as part of our **COVID -safe measures** all students will be required to clean shared equipment with disinfectant wipes after use.*

The most common pieces of equipment you're likely to encounter are:

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 forward 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

Use of Personal Electrical Equipment

You are not allowed to plug in personal (non Academy) electrical equipment in any Academy building without it first undergoing PAT testing (Portable Appliance Testing). This includes chargers for mobiles and laptops. Any items not PAT tested may invalidate the Academy's insurance policy if an electrical fire should occur.

If you wish to use personal electrical equipment in Academy buildings, please speak to the Operations Coordinator about PAT testing (this must be conducted annually). Anyone using personal electrical equipment will be asked to cease immediately. Persistent offenders may be subject to student disciplinary procedures.

Should you need to charge your mobile, this can be done so via the usb port on a computer, or speak to the office, who may be able to assist.

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

Art Academy London 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 from the [Facilities, Health & Safety Section of Moodle](#)

General Fire Guidelines:

IT IS AN ABSOLUTE REQUIREMENT that you familiarise yourself with the fire safety procedure located at the Health and Safety points. 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 reception.
- 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. 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 be reported to the Technician, Operations 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 Operations 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) if necessary, (individuals with a Personal Emergency Evacuation Plan (PEEP)* will be assisted by Art Academy staff as per their plan).
3. Tell Fire Wardens (wearing high-vis tabard) if people awaiting assistance in a protected stairway, to allow the fire services to help them out of the building.
4. Leave by the nearest exit, go to the assembly point and report to your tutor (or fire warden if not in a class).
5. **DON'T** stop to collect personal belongings.
6. **Do not use the lift.**
7. Report any missing persons to Academy Staff (Operations).
8. Academy Staff will call the Fire Service.
9. **NEVER** re-enter the building until officially informed it is safe by Academy Staff (Operations).

*If you have identified potential issues with being able to evacuate the buildings independently in an emergency via the induction questionnaire, you will be invited to discuss your requirements and draw up a PEEP with a member of staff. More details about PEEPs are available on [Moodle](#).

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, available from the [Facilities, Health & Safety](#) Section of Moodle.

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: The lift at 165a Mermaid Court is principally used by the Operations Team to move equipment and materials. It may be used by students (tutors, staff and visitors) with Mobility issues; we ask that those who need to use the lift because of mobility issues inform the office at the start of term. Students may use the lift to transport heavy equipment and materials when appropriate. The lift is NOT for general, daily passenger use.

The roofs, lift control room and patio gas storage area are strictly out of bounds except to the Operations Team. Students found to have been in these areas will be subject to student disciplinary and 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. Please **DO NOT** use kitchen cutlery as tools within the studio.

Smoking

Smoking isn't allowed in any enclosed workplace, public-building or on public transport in the UK. The law doesn't apply to e-cigarettes, but we ask that everyone refrain from using e-cigarettes in our buildings. We ask that students refrain from smoking directly outside our buildings.

Substance Abuse

Art Academy London holds a zero tolerance policy on the use, possession or sale of illegal substances. Anyone found in possession of illegal substances on Academy premises will be subject to student disciplinary and may be withdrawn from their programme. If you find someone to be under the influence or in possession of illegal substances you should inform the Academic Team or Operations Manager immediately.

Alcohol

Other than official events, alcohol is not allowed to be consumed on Art Academy London premises. Students found to be under the influence of alcohol during normal teaching hours will be asked to leave the premises and will be subject to student disciplinary.

Loss, damage or theft of property

The Academy will not accept responsibility for loss, damage or theft of your property whilst it is on Art Academy London premises. However, if you lose or find any article please notify the Office without delay. Art Academy London maintains a lost property cupboard and will dispose of unmarked lost property after one month if it has not been claimed.

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

Art Academy London has a duty of care to all those who are involved in its work. Through its policies and in its day-to-day functions, Art Academy London 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, available from the [Policies](#) section of Moodle.

Safeguarding Policy

Art Academy London 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 Director of Academic Quality, Standards and Student Experience is the Designated Safeguarding Officer.

Please see the safeguarding policy and procedure for details, available from the [Policies](#) section of Moodle

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 Director of Academic Quality, Standards and Student Experience is the Academy's Prevent Coordinator.

Please see the PREVENT policy and procedure for details, available from the [Policies](#) section of Moodle.

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, available from the [Policies](#) section of Moodle.

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, available from the [Policies](#) section of Moodle.

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 Art Academy London. 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, available from the [Policies](#) section of Moodle

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, available from the [Policies](#) section of Moodle.

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, their PAT or Programme/ Pathway Leader.

Please see the Bullying and Harassment policy for details, available from the [Policies](#) section of Moodle

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 Art Academy London. 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 college that the members of our community contribute to its growth and development, that our students take pride in being an active member of Art Academy London 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 college and become active members of Art Academy London community.

Please see the document 'A guide to student engagement', available from the [Policies](#) section of Moodle for more information.

Graduate Show - end of year exhibition

All graduating students participate in the Graduate Show. This exhibition forms a major part of assessment and for all programmes.

All current students are expected to assist in preparing the Academy's buildings for the graduate shows at the end of the third term (please do not book holiday until after the private view opening). Students will be assigned rostered duties under the supervision of the operations team and/ or a graduating student.

All participating (graduating) students are expected to invigilate during the public opening of the exhibition.

8. Commissions and copyright of your work.

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

Whilst you own the copyright on your work, you agree to allow Art Academy London 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 Programme Manager.

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), Art Academy London 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 three 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 three forms of ID and a password set up with the student and Art Academy London.

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.