

Sable Orchard Learning Centre - Course Guide

Autumn guide | Effective 3 September 2027

1. Registration and courses

Sable Orchard Learning Centre is a fictional adult learning centre. This guide covers its autumn short courses. Its exhibition hall is managed separately and is not a teaching room.

Course registration is handled by the course registrar. A registration is confirmed when the registrar issues a confirmation code. A provisional enquiry is not a confirmed place.

The evening ceramics course meets in room C-4. The daytime sketching course meets in room A-2. Room identifiers appear on the confirmation message and the corridor signs.

The evening ceramics course consists of six weekly sessions. Each session lasts 90 minutes. The guide states both measures directly; the session count is not a duration in days.

Confirmed course codes begin with SOL-C. Public exhibition tickets use prefix SOL-E. Staff enter a course code on a teaching attendance record.

The guide does not state the average age of ceramics participants. The registration form records attendance needs, but this guide publishes no participant age statistics.

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2. Attendance and materials

The centre provides clay and glaze for the evening ceramics course. Participants bring their own apron. The material provision does not include personal clothing.

The centre provides no overnight accommodation. The course registrar can confirm course times but does not book lodging. The exhibition hall is not available for sleeping.

A participant who misses a session receives the tutor's written recap if they request it within three calendar days after the missed session. The missed session is the event that starts the request window.

Finished ceramics are held for 21 calendar days after the participant receives a collection notice. The notice date anchors the holding period. The first teaching session does not start it.

A participant may use a centre wheel only after the tutor has completed the wheel briefing with them. Attendance at a general welcome talk alone does not satisfy this condition. The tutor notes briefing completion on the attendance sheet.

The daytime sketching course uses paper and pencils supplied by the centre. Optional specialist pens are brought by the participant. The guide does not publish brand recommendations.

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3. Administration and notices

The course registrar keeps attendance sheets for nine months after the final session of the course. The last teaching session starts that retention period. Enquiry emails follow a separate office retention schedule.

Participants report a damaged wheel to the ceramics tutor. The tutor labels the wheel unavailable and notifies the facilities desk. A participant does not move the damaged wheel into another teaching room.

The published welcome desk opens at 17:30 on teaching evenings. Ceramics teaching begins at 18:00. The desk opening time is not the course start time.

A cancellation or access request is handled using the separate Access and Booking Addendum. This guide does not set a cancellation fee. Staff direct participants to the addendum rather than guessing from the course duration.

The course guide's filing code is SOL-G-A27. The registrar places superseded seasonal guides in the archive drawer. A course confirmation code is not a filing code for the guide.

The noticeboard lists collection notices by confirmation code. It does not display a participant's home address. Participants can ask the registrar to correct a notice that concerns their own work.