

Uncollected Artwork Policy

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Why we have this policy

Finished artwork is held at the studio for a set time, and work that isn't collected by then is cleared out. Every week dozens of students make something amazing, and our storage space is small. A clear rule means kids' work gets home safely, and the studio stays a calm, tidy space to create in.

We love every piece our students make. This policy just makes sure each one ends up where it belongs: on your fridge, not in our back room.

How it works

1. **Artwork is ready.** When a project is finished and dry, it goes to the pickup shelf with the student's name on it.
2. **We let you know.** Families get an email and a notice in the app that the work is ready to collect.
3. **Hold period: 2 weeks.** We keep finished work for 2 weeks from that message.
4. **Reminder.** If it's still here after 1 week, we send one reminder.
5. **After 2 weeks.** Uncollected work is photographed, then recycled, reused in studio projects, or thrown out, depending on the piece.

Artwork left at the end of term can be collected during the holiday break, while camps are running. Anything still here by the end of the break is cleared. Families get a heads-up in the last week of term.

If you can't make it in time, just message us before the hold period ends and we'll keep it a little longer.

Special cases

- **Clay pieces.** Firing and glazing take time, so clay work is usually ready about a month after the last class. The 2-week hold starts from the "ready to collect" message, not the class date.
- **Big or long projects.** Multi-week projects stay at the studio until they're finished. The hold period starts once they're done.

- **Unfinished work.** If a student leaves or stops attending, unfinished pieces are held for 2 weeks after we let the family know, then cleared.
- **Holiday programs and one-off workshops.** Work goes home on the day where possible. Anything that needs drying is held for 2 weeks.
- **Work for display or the little shop.** Pieces chosen for display, or that a student is selling in the shop, are kept until the display or sale ends, then go home.

Parent-facing version

Ready to paste into an email, the website or the welcome pack:

Artwork pickup 🎨

Your kid's creations are precious, and our storage space is tiny! When artwork is finished, we'll email you and pop a notice in the app.

We hold finished work for 2 weeks. After that, anything left behind may be recycled or reused in the studio, so grab it before then :)

End-of-term work can be picked up during the holidays while camps are on.

Clay pieces take about a month to be fired and glazed, and the 2 weeks starts once we tell you they're ready.

Can't make it in time? Just message us and we'll hang onto it a bit longer 💜

Decisions

- Hold period: 2 weeks
- End-of-term work: collectable during the holiday break while camps run, cleared by the end of the break
- Uncollected work: photographed first, then a mix of recycled, reused and thrown out
- Families notified by email and in the app

sounds good

yes (cuase then people can come pcik them up wehn camps are running

(mixture)

(yes)

(email and on app)