

Diploma in Foundation Studies / Portfolio 2009/2010

Important Information Regarding your Course

Essential Equipment List 2009/2010

Drawing Board (MDF 12mm thick) 20" x 30" purchase from any DIY store-
Stanley Knife & Blades
Blue Tack
Roll of masking tape
Large Eraser
Pencils (HB, 2B, 4B, 6B)
Pritt stick
Small A5 Notebook (Lined)
A4 Lined Pad
Lab Coat- long sleeved/overalls
A new A2 size clear plastic portfolio/poly holdall
1 Passport photo with your name on the back

Please ensure that you have all these items available for the first day of term.

Parental Involvement (Foundation Studies only)

During the first term you will be offered the opportunity to meet with staff to discuss your son's/daughter's/ward's progress. This meeting will also afford you the opportunity to discuss any issues of concern, or ask questions about the course, UCAS application, types of career in art and design etc. If, after this meeting, or at any time during the rest of the course, you wish to talk with staff, please contact the College to make an appointment to see the Programme Manager and/or the relevant member of staff. Minor issues like reasons for absence can be communicated by a telephone call, but more serious matters of an academic or personal nature must be the subject of a formal meeting.

Holidays during term time

The Foundation and Portfolio courses are short and intense educational experiences. The loss of even a week will seriously impact upon this educational experience. You are therefore strongly advised not to book any holidays during term time. If you do book a holiday during term time, after the receipt of this summer pack, this will be seen as a serious breach of your contract with the College. You will be asked to provide evidence of the booking date of the holiday. Please refer to the term dates sheet in this pack. A holiday that has been booked for some months previous to the start of the course will also require you to supply evidence of the booking date. It is your responsibility, where possible, to cancel your involvement so that you may continue your studies.