



Patron: HRH The Duchess of Cornwall
President: HRH The Duchess of Gloucester



RSN

Future Tutors Programme

Student Handbook

2022-2023

Hampton Court

Welcome to the Royal School of Needlework at Hampton Court Palace. The oldest parts of the Palace date back to the 16th century and it was originally owned by Cardinal Wolsey until Henry VIII took a liking to it and took it for his own. Edward VI was born here. Our classrooms are in the newer parts of the Palace built in the 17th and 18th centuries for William and Mary following the Glorious Revolution of 1688.

While here please show respect to the building. The rooms we use were built by Sir Christopher Wren and were occupied by courtiers and later as 'grace and favour' apartments for royal retainers.

Our rooms are above State apartments, so it is very important that we do not spill anything, especially liquids, on the floor.

- No food or drinks in the classrooms, please.
- You can take coffee breaks in the tearoom, by the upstairs entrance.
- Please take great care when using water e.g., for art classes

Where you can go

Hampton Court Palace is a public building and your Palace security pass will enable you to visit any areas of the Palace or gardens which are open to the public. Please note, smoking is not permitted anywhere in the Palace. Non-commercial photography and filming are allowed everywhere except the Chapel Royal, Royal Pew and special exhibitions.

Security passes

You must always have your pass with you while in the Palace. You will have to show your pass whenever you enter the Palace via the security office. Your pass entitles you to enter the Palace building and grounds only. It does not entitle you to discounts in the HCP coffee shop, restaurant or shops. Your pass is a precious item and must be looked after when off the premises. If you lose your pass, you must report this immediately and you will have to pay £5.00 for a replacement. HCP Reception is very busy and they do not have time to create day passes for students who forget.

Signing in process

When you come in each day, you must sign in. In the event of a fire or other emergency, the sign in register is used to check that everyone is out of the rooms. The preferred method is done electronically, using the iPad. This works via the "Sign in app companion" which can be downloaded to a smartphone or tablet and works with your RSN email address. Once signed up to this, the app will generate a personal QR code, which you simply swipe over the iPad screen every time you enter or leave the apartment. In the event of electrical failure, a signing in/out book will be available.

Hours of Attendance

The FT classroom is open from 9am and closes at 5pm. Classes run from 10am – 4pm, Monday to Friday. You are expected to be in the classroom with your work out and ready to be seen by the tutor when the session starts at 10am. You have an hour lunch break and a 15-minute coffee break in the morning. You are welcome to do some homework in the room from 9am – 10am and 4pm – 5pm. Due to health and safety rules set out by the palace, you must not be in the FT room outside of the opening hours. When you are working in the Studio, you are expected to work 9.30am – 5.00pm. Please arrive promptly.

Absence

We understand that you may need to miss a class due to sickness or for other reasons. If you know you will be absent during a scheduled class, please inform the Course Leader in advance (where possible). If you are absent within Studio time, please inform the Head of Studio. If you miss a whole day of tuition, you will be expected to catch up within your own time.

Fire and emergency drill

To exit the building, you need to walk down the usual stairs, or use the external fire escape stairs and the route on the third floor. Both bring you out into Fountain Court. Go through the East Gate onto the gravel area. This is where you congregate and report to the Course Leader (or Head of Studio) so we can check all are present and correct. You may not return to the rooms until you are given the all clear.

The alarm is tested every week at 9.30am on Monday mornings. If you hear the alarm at any other time, you must leave the building without returning to any rooms to collect things, and go to the reporting area, as in the paragraph above. If you are in a different part of the Palace when the alarm goes off you may be directed to a different holding area, this is why it is important that you sign out when you leave the RSN rooms.

First Aid

It is your responsibility to inform the Course Leader of any existing medical conditions you have. **The information will, of course, be treated in strictest confidence and will only be passed to the relevant tutor if necessary and at your request.**

Noleen Wyatt-Jones (Day Classes Coordinator & Administrator) and Nina Hilton (Degree Administrator) are registered First Aiders for the RSN. In the event of an accident please report this immediately to the Education Department so that any First Aid can be given and to ensure all incidents are registered in the Education's Accident Report Book.

Refreshment facilities

A tearoom is provided for students to eat and drink in away from their work. Water is available from the dispenser in the tutorial room. Most students bring in their own supplies, as the RSN does not provide tea/coffee/biscuits etc. A kettle and fridge are available in the Studio kitchen on the ground floor. There is a café and a restaurant in the Palace where you can buy food. Cheaper food can be bought over in East Molesey village. Go out of the front entrance of the Palace, turn left towards the station and cross over the bridge. Cross over at the Pelican Crossing and there is a row of shops including a convenience store. Also, just past the railway station on the opposite side, is a petrol station which offers M&S sandwiches.

Wi Fi

Wi Fi is available and log on details are available in the classroom.

Library

All Future Tutors are welcome to borrow books but require a library card in order to take books out of the library. All library cards will be issued within the first 2 weeks of term.

Education Department

Anne Butcher – Head of Studio and Teaching: 020 3166 6940

Anne.butcher@royal-needlework.org.uk

Joanna Hart - Future Tutor Programme Course Leader: 020 3166 6948

Joanna.hart@royal-needlework.org.uk

Gemma Murray – Future Tutor Programme Administrator: 020 3166 6940

ftpadmin@royal-needlework.org.uk

Noleen Wyatt-Jones – Day Classes Coordinator: 020 3166 6940

Noleen.wyatt-jones@royal-needlework.org.uk

If you have any problems or concerns, please feel free to come and see us.

Tutors

We try to keep continuity within the learning environment, however all tutors are subject to change, but we will try to keep the inconvenience to a minimum. Any initial concerns regarding your study please see the relevant tutor or the Course Leader.

Mobile Phones/Personal Stereos/Other Devices

On teaching and Studio days, personal stereos are not permitted in the classroom without consent from the Education/Studio teams. Please ensure your mobile is switched off or on silent when in the classroom. If you must talk on your phone, please leave the classroom and carry on your conversation outside the classroom. Phone conversations can be very disruptive to other students, tutors and office staff.

Photography

You are not permitted to take photos of the RSN Collection unless this has been agreed with the Education Department. Fellow students may not wish to have their work photographed either. Please ask them for their consent prior to taking any photos.

From time to time, the Marketing department may come into the classroom, to take photos or bring external press into the classroom. This is usually an opportunity to have the course and your work featured. If you do not wish to have your photograph taken or your work featured, please make this known and this will be respected.

Occasionally, you may be asked by the Marketing Department to take some photos or videos at certain events. These can be sent to Emily Davies's (part of the Marketing Team) work mobile phone, via WhatsApp on 07761 763843

Parking

There is no free parking for students or staff at Hampton Court Palace. The Hampton Court car park is 'first-come, first served' and current costs are available to view on the Palace website: [Getting here | Hampton Court Palace | Historic Royal Palaces \(hrp.org.uk\)](http://www.hrp.org.uk) There are free parking spaces for Blue Badge holders at Hampton Court. Other places to park include the station and the Green. There is very limited street parking in the area.

Classroom

We encourage every student to work and develop in a creative, supportive and peaceful environment. We encourage students to listen to and respect our tutors' experience and judgement and they will make every effort to help you to improve and develop your skills. It is expected that all students and staff conduct themselves with consideration and respect for others in the class. Harassment or bullying of any kind against an individual or group will not be tolerated.

Exhibition information

As part of the programme, you will be requested to demonstrate and teach (or shadow the lead FT) at some exhibitions and events. This provides you with an excellent opportunity to develop your teaching skills. Please find below a few points to note when you are teaching and demonstrating at an event for the RSN:

- Please turn up 30 minutes before the exhibition opens, unless you are told otherwise. This allows you time to familiarise yourself with the RSN space and staff, the toilet facilities, cafés and workshop area.
- Please do not wear jeans.
- Long hair should be tied back away from your face so that it does not hang over the attendee's work.
- Please ensure that your nails are clean.
- Please wear an RSN badge which will be supplied by RSN staff on the stand and which you will return before you leave the venue, at the end of the day.
- Your travel and subsistence are covered on proof of receipts for RSN events. Please complete the expenses form and give to the Marketing Manager who will pass your expenses to the Accounts department. Petrol is paid for at 45p per mile.
- When you are not teaching a workshop, you will demonstrate on the RSN stand, on a 'demo piece', not one of your own pieces. Visitors love to ask questions so very little demonstrating is done, but is an important part of the stand activity.

Student Complaints

Please refer to the RSN Complaints Policy.

STUDENT AGREEMENT



Please read and complete the following form and return it to the Course Leader.

I understand that I will be expected to attend all scheduled classes on site Monday – Friday between the hours of 10:00 – 16:00.

I am willing for photographs(s) to be taken of my work whilst attending courses to be used by the Royal School of Needlework for marketing and presentations. I relinquish any right to edit, examine or approve the photograph(s) or the use to which the image(s) are applied. (NB photographs are taken for assessment and may also be used to select pieces for exhibition)

Please circle Yes No

I am willing for photographs(s) to be taken of myself within the learning environment whilst attending courses to be used by the Royal School of Needlework for marketing and presentations. I relinquish any right to edit, examine or approve the photograph(s) or the use to which the image(s) are applied

Please circle Yes No

I understand that the Royal School of Needlework reserves the right to change Tutors, re-schedule, cancel or combine courses if necessary.

I have declared any need for special provision that will help my participation on the course:

Sight **Hearing** **Mobility**

Details.....

(Please continue overleaf if required)

I have declared any medical condition that I feel the Royal School of Needlework should know about:

Allergies **Other** (Details)

.....

(Please continue overleaf if required)

The information will, of course, be treated in strictest confidence and will only be passed to the relevant tutor at your request

Signature.....

Print Name.....

Date.....