

The background of the slide is a warm, orange-toned photograph of a pottery studio. It features a pottery wheel in the foreground, with various clay tools and pieces of pottery scattered around it. The lighting is soft, creating a cozy and artistic atmosphere.

Guadalupe Ceramics Clay Room Photo Tour & Orientation

**General Info, Process, Clay Room, Molding Demo Videos,
Glazing Info, Make Ups**

To Our Parent Volunteers

Thank you, thank you, thank you for investing your time into our students and school community in such a hands-on way! We're all learning how to make this program successful and because of generous and engaged parents like you, our kiddos get to experience something so special.

Guadalupe's ceramic program is unique and is funded by our community's donations. This wonderful program depends upon parent volunteers and benefits from clear communication, flexibility, and positivity.

Clay can be a fickle material and we must work within certain parameters to avoid clay drying out too soon, cracking during the drying/bisque process, and explosions/damage during firing, etc. Please refer to the Molding & Glazing documents!

Please help us maintain the materials and organization of the clay room by: cleaning up after yourself, arriving early, finishing on time so that the possible next group can proceed, and updating the Ceramic Coordinators of any needs, highlights, or changes. Thank you so much!!

Becky Fan & Ashley Failing
Ceramics Co-Coordinator & Clay Cutters
(guadalupe.ceramics@gmail.com) Ceramics website: ghsc.net/ceramics

ghsc.net/ceramics

While you will receive considerable information from this orientation, it is crucial that you read through our updated documents on our ghsc site. (click link above)

There, you will find:

- Crucial, detailed instructions for Molding & Glazing
- Project Instructions
- Sample Photos of each project
- This Orientation Slide Deck

General Process For Each Project:

- Each grade level has the opportunity to complete 2 projects per year- one in Fall and one in Spring.
- Each project requires 2 sessions (molding raw clay & painting fully dried projects with glaze- glazing).
- After your first molding session you'll need to wait ~ 3 weeks for projects to dry for the first-firing (bisque firing).
- Once you have glazed your projects, the kiln operator(s) will determine when to fire based on kiln capacity, queue, the size of your project, and their availability.
- Turn around time per project (start to finish) is typically ~2 months.
- When glazed projects are fired and ready for pick up we will update you.

Scheduling Molding & Glazing Sessions:

- Provide your teacher with available dates from the Ceramics Google Calendar that work for you and fellow volunteers. Have your teacher decide a time that will work for the class and claim on the calendar. Dates can become limited if you wait until the last minute.
- Allow at least an hour with the class and plan to arrive 20-25 minutes early to gather supplies & prep.
- Please be sure to account for ~30min of clean up (at molding site & clay room!)
- You will be given access to the Guadalupe Clay calendar to add ONE entry for molding & ONE entry for glazing *per project* within one of the following time blocks:

8:30-10:30 (before snack),

11:00-2:30 (after lunch)

- Enter the following information: *Teacher, Mold or Glaze, Your Name, Phone #*

For example: Hull, Mold Leaf Plate, Susan Smith 408-555-5555

**Each project requires specific amounts of clay and Coordinators will need to cut and prepare for your class ahead of time.

****PLEASE CONTACT THE COORDINATORS ASAP so that we can adjust accordingly IF: your molding date changes (or you schedule w/in a week of your session), if you have extra pre-cut clay, your student numbers change, or need a make up session.**

Clay Room Photo Tour (10 slides)

- 1) Check in as an essential volunteer at the office
- 2) Sign the volunteer log to specify your location(s)
 - 3) Sign out the clay room key
 - 4) Wear your volunteer sticker visibly

****Please keep the clay room key with you at all times and have your phone on vibrate in case the key is needed by Art Vista volunteers who share the same key.**

Clay Room Location:

From the office,
go past the lunch benches and down the stairs
towards 1st/2nd grade classrooms.

The clay room is located in the yellow bathroom building
on the lower field (behind boy's bathroom),
next to the basketball hoop.
Entrance is the **gray door**.



Overview Photos

Theme: Everything has a labeled home and needs to be cleaned and put back please!



As you enter the room, you will see color-coded labels to better help you navigate.

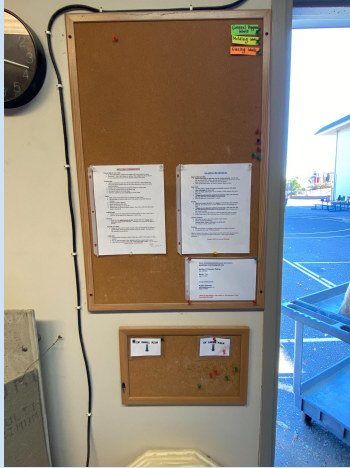
Green: general program labels

Yellow: Molding labels

Orange: Glazing labels

(Everything is clearly labeled throughout the room!)

Volunteer Resources in Clay Room



- On the wall next to the entrance is our info bulletin w/:
- Quick Molding & Glazing Reminders
 - Coordinator Contact Info
 - Class Size List
 - Volunteer Contact List
 - Kiln Operator Bulletin Board



- Directly next to the entrance are 2 shelves with our:
- Molding & Glazing Documents (same as website's)
 - Project Instructions Folders (same as website's)
 - Project Templates
 - Masking Tape to label Wooden Drying Boards
 - Pens/Pencils labeled in white drawers

Molding Supplies



Under the Volunteer Resource Shelves you'll find supplies for the molding process:

- Rollers
- Wooden slats for rolling correct thickness
- Large White Bucket for water (cleaning)
- Yellow bowls for water & blue sponges (labeled for use to only clean up glaze)
- Spray bottle to moisten drying clay
- Clear containers to hold water (molding/glazing)
- Project materials for 4th & 5th grades (check yellow labels)



****a large cart is stored in the room for transporting supplies to your classrooms**

Molding Supplies



Next to the Volunteer Resource shelves are finished Project Samples, Molding Tools, and plastic bins that will contain your cut clay.



Mats- use to protect surfaces when molding (bring enough for each student)

Clay Scrap Bags- bring 1+ to your molding session to collect scraps. Seal tightly and add to scrap shelf.

Newspaper- to act as support for certain projects (refer to label)

- You will find a variety of tools to help your students decorate their projects during the molding session.

- Please be sure to collect all supplies and return them to their labeled homes.

- If you notice that we need to replenish tools or supplies, please contact us ASAP.

- A few days prior to each molding session, the coordinators will cut enough portioned blocks of clay for your class and label each bin accordingly.

- Leftover blocks should remain in the bins for reuse.

Finished Project Samples



You are encouraged to bring a few finished samples of your project with you to show your class during the instruction portion of your Molding Session.

The labeled brown cardboard box should be used for transport. Please handle these samples with care!

(The white cardboard box holds tablecloths that you may use if you & your Teacher chooses to conduct the molding session on folding tables outside of the classroom)

Clay Scrap Bags & Towels



It's inevitable that you will collect scraps of clay!

Please be sure to bring 1-2 scrap clay bags with you to each Molding Session.

Collect and tightly seal your bag so that we can recondition and reuse the clay for future use.

Please **do not put any trash or items other than clay** into these bags or it may go to waste.

****If you have a lot of leftover clay or ANY unused pre-cut blocks, please contact the Coordinators so that nothing goes to waste (ie. dries out)**

Glazing Supplies

-Volunteers should choose 4-6 colors that suit your project.

-Each glaze is accompanied by a fired sample that you may use to show your students. Replace after use.

-Please pour 1 ounce of color at a time into the provided plastic bowls and add more as needed (glaze is expensive!).

-Wipe off rims & threads of glaze bottles after each use to ensure tight seals.

-Use 1-2 brushes per color and do not mix among colors!

-Do not mix glaze colors.

-After use, rinse bowls and brushes before replacing these supplies.

-DO NOT GLAZE BOTTOMS OF PROJECTS unless your project instructs. CHECK & WIPE the bottoms of each project before putting it on the drying boards. *Kiln operator cannot fire projects with glazed bottoms*

-Please refer to Glazing doc on ghsc site for more information (clear glaze, etc).



Below are the **wooden drying boards** that you will need for each molding & glazing session.

You will need to label the narrow, outward facing edge of the board with:
Teacher Name, Date, Project, # of projects

Drying, Firing, & Completed Project Shelves



Pls note the burned box above- a reminder to keep things off of the kilns!



**Above, you will find extra cardboard boxes and a burnt box as a reminder of what might happen if you leave anything on the kilns!

The rest of the back shelf is where you'll place your molded (wooden drying boards) and glazed projects (cardboard boxes). The kiln operator(s) will move bisqued class projects into cardboard boxes which indicates glazing readiness.

Make sure that glazed projects DRY FIRST before returning to the boxes or wet glaze will transfer onto the cardboard and then onto future pieces.

Please be sure to clearly label your boards and double check that your student names are etched clearly on the bottom of each project! We have sadly thrown away many projects that were not or poorly labeled.

Clay Pugger & Kiln



Pugger- used to mix, recondition scrap clay, and extrude prepped clay for new projects.

Please do not place anything on the kilns or pugger cart.

You are welcome to use the step ladder, step stool, and broom.

When the kilns are running, the room will be hot! Please refrain from touching them.

Please help us empty the white trash bin.



2 kilns

Project Demonstration Videos and Tips

(5 slides)

Additional helpful tutorials found on YouTube/Pinterest!

Rolling to Correct Thickness Video:

<https://youtu.be/5jyebyYx37o>

- Project Instruction Folders- take one or two with you to class & return afterwards
- Use pre-cut blocks of clay (mold into flatter rounds for younger grades)
- Slats
- Rolling Pins
- Avoid rolling slabs thicker than $\frac{3}{4}$ " so that projects stay intact in the kiln!-

Demo Video: Using Template & Cutting Tool

<https://youtu.be/Gf8SIZg-PXY?t=83> (start at 1:20, end at 3:24)

- Use cutting tools (at a 45* angle to avoid damaging surfaces).
- Make sure clay is rolled out to fit template & adjust as necessary. (Too narrow? Simply cut off excess, score the edges, wet with water, and join- *see next slide*)
- Roll template over slab for outline & to stick to clay firmly while cutting the outline.
- Trace/cutting around template... remind students to cut all the way through clay to the mat and take off small portions as they go.
- Remove clay from mat (lift mat, turn upside down on open hand, peel off one side of mat from clay).

Demo Video: Scoring/ Joining Separate pieces of clay

https://youtu.be/kdtM_G90rhA

- Score/scratch to create texture on both surfaces you wish to join.
- Moisten w/ water.
- Press together and join by smoothing out edges that are touching.
- If needed, create a thin clay rope (dampen with water) to help attach the pieces together like glue.

Using Decorative Tools after Molding- Be Creative!

Possible Tools (refer to your project instructions & samples for ideas!)

-Leaves, seeds, etc burn away in kiln.

-Garlic press

-Straws to make holes

-Toothpicks or cutting tools to draw/ scrape

-Stamps/ Wooden shapes/ Beads to make impressions

-Clay: small balls, thin rope, thin cut out shapes that you can join to project

**Avoid air pockets/ thick areas that can lead to explosions in the kiln!

Demo Video: How to Rescue Projects

<https://youtu.be/UbW3tdT3-4A>

Clay not right size or shape?

- use scraps or cut off excess and join

Pieces not staying joined together or Pieces collapsing?

- check if clay has dried out too much... if so, you may need to restart w/ a fresh block
- moisten w/ water
- score/scratch to create texture
- press together
- if needed, create a small clay rope (dampen with water) to attach the pieces together like glue

Makeups (absent students & damaged projects)

- Reminder about the nature of clay, firing process, human error– some project break and that's ok! We have many solutions (make back ups, schedule a redo, glue pieces back). Please remind your students that this is all a learning process and if accidents happen we're here to help.
- Molding- during this session, have another student or parent make duplicate projects for the missing student(s) and/or use your demo project from your whole-class instruction.
- Glazing- can be done by the missing student at a later date (preferably as soon as they are back at the convenience of your schedule) so that their project is fired with their class.
- If another date is needed to complete molding, you must request a new time slot by contacting/emailing the Ceramic Coordinators (to confirm their availability and to cut clay in preparation).

THANK YOU, Ceramics Team!!

Our school community is directly benefiting from your support, time, and efforts to make this program possible- YOU ROCK!

Our students love ceramics and exercising their creativity and independence with our special projects.

We love that we can help capture a sweet moment in time and provide childhood artifacts for our families!

Please keep in communication with us throughout the year and reach out with questions or comments.

Cheers,

Becky Fan & Ashley Failing