

# **STUDENT HANDBOOK**

## **2017**

**FOR ALL SHORT COURSES**

**Introduction to Makeup**

**Designing Brides**

**Hairstyling Courses**

**Teenage Workshops**

**4 day One on One Workshops**

**Private Training**

**Version 17:03****SCHOOL LOCATION**

The Makeup School is located at:  
Level 1, 46 Brown Street  
Ponsonby, Auckland

The Inner LINK runs every 10 minutes\* (both ways) 6.30am-8pm weekdays and every 15 minutes evenings to 11pm and 7am-11pm weekends and public holidays. For the link timetable check out: [www.maxx.co.nz/link](http://www.maxx.co.nz/link)

**POSTAL ADDRESS**

PO Box 147 383 Ponsonby 1144  
Auckland  
Telephone: (09) 376 6660

**WEBSITE**

[www.themakeupschool.co.nz](http://www.themakeupschool.co.nz)

**TMS CONTACT DETAILS**

Tutor line - (09) 2814663

TMS Reception – (09) 376 6660

**(in case of emergency only)**

Dianne Ensor (Director) [dianne@themakeupschool.co.nz](mailto:dianne@themakeupschool.co.nz) Mobile (021) 770168

Gabrielle Jones (Director) [Gabrielle@themakeupschool.co.nz](mailto:Gabrielle@themakeupschool.co.nz) Mobile (021) 885477

**ACCOUNTS AND ADMINISTRATION QUERIES**

Rachel Duggan: [accounts@themakeupschool.co.nz](mailto:accounts@themakeupschool.co.nz)  
phone: 09 376 6660

**OFFICE & SHOP HOURS**

The office is open Monday to Friday 9:00am – 5:00pm  
The Shop is open Monday to Friday 9:00am to 5:00pm, and Saturday 9:00am – 3:00pm. The shop will also be open until 6:00pm Tuesday evenings, and half an hour prior to your lesson. Eftpos and Visa facilities are available. Please also check out our on-line store [www.makeupcollective.co.nz](http://www.makeupcollective.co.nz)

## **COURSE HOURS**

8 Week Part Time Introduction to Makeup: **Tuesdays 6:00pm – 9:00pm**

6 Week Part Time Designing Brides: **Wednesdays 6:00pm – 9:15pm**

4 Week Part Time Blowdrying & Hot Styling Tools: **Mon & Tues 6:30pm 9:30pm**

4 Week Part Time Hairstyling: **Mondays and Tuesdays 6:30pm – 9:30pm**

3 Day Teenage Makeup Holiday Programme: **10:00am – 2:30pm**

4 Day Private Training normally Mon –Thurs or Tues – Fri 10:00am – 3:30pm (or at special request for after hours or weekends)

## **FACILITIES AND REGULATIONS**

All students are expected to arrive on time for their course. Any student expecting to be late will need to contact the office between 9:00am – 9:15am (day class) or 5:30pm (evening class). Hair Courses to call between 6:00pm – 6:15pm. A phone call is always required, the tutor line is (09) 281 4663. Please do NOT text other students to pass on messages but call the school directly.

We would appreciate everyone turning up to class 10 minutes prior, as we do lock the front door while in class outside of office hours. We do this for your security and safety. Please note bags and personal belongings are to be left at reception. All students are responsible for their own belongs and TMS is not responsible for any items lost, damaged or stolen. Students are expected to return from lunch breaks at the designated times. This is in the interest of both the student and tutor.

## **ATTENDANCE**

Students are expected to have an attendance rate of 100% except in the case of illness or extenuating family/personal circumstances including bereavement leave.

To receive your certificate you must have completed your course with no more than 1 lesson missed. Private training can be offered with a minimum of 3 hours, so that you can receive your certificate. \$70.00 per hour. (3 hours = \$210.00)

## **MOBILE PHONES**

We encourage Mobile phones to be switched off during school hours, but can be switched to silent if necessary. This is a learning environment and we want students to gain as much knowledge and practical experience as they possibly can during their time at The Makeup School.

## **SMOKING**

Smoking is not permitted anywhere inside the Building. The Building Management has also requested no smoking outside of the building. This also includes the front of retail stores and other business. If you wish to smoke during your lunch break (only) there are two parks within walking distance.

## **HANDOUTS**

Each week your handouts will be emailed to you if applicable. You must then print them out and bring to class. Please make sure your email address is current and correct. This will allow you to read ahead, and enable you to be prepared for the busy week ahead. If you wish, you are welcome to bring in a laptop or tablet; however there is no wireless Internet at the school. (You would need to transfer the email into your documents, to bring to class).

## **PHOTOCOPYING**

Photocopying is available through reception 80c per black & white copy.  
\$2.00 per colour copy.

## **STATIONERY**

- - A notebook/or Ipad for any note taking
- - A pencil case with a supply of pens/pencils for note taking
- - A folder with your handouts

## **Disposables and Consumables for One on One & Group private Makeup training , Teenage workshop**

Disposable consumables, station towel and brushes are provided for you throughout your training. Including MAC cosmetics and Dermalogica skincare.

Any additional specialised items that are required for training i.e lashes and lash glue can be purchased from our Makeup Collective store prior or when required.

If you wish to bring your own personal makeup products to train with we are more than happy for you to do this.

## **DUTIES**

Each student will be responsible for his/her OWN STATION. It needs to be tidied correctly at the end of each lesson, with bench tops clean.

Please complete any duties that may be requested of you by the tutor.

## **KITCHEN FACILITIES AND LUNCH**

The kitchen area is free for everybody's use. If you bring your lunch it may be left in the fridge (this applies to private day time training).

All students are responsible for cleaning up after themselves in the kitchen area. After use please put rubbish in the appropriate bin provided (i.e. separate recycled items from other rubbish) and any dishes are to be stacked neatly in the dishwasher (working from back to front).

Tea and coffee making facilities will be available at lunchtime only, or before class for the evening students. Bottled water only with a permanent cap will be allowed in class.

## **PERSONAL HYGIENE**

A high level of personal hygiene is required at all times. Remember students will be working closely with one another; please take into consideration, body odour, smoking and bad breath. Students are required to maintain their grooming.

### **Dress Code**

Clothing is to be of a standard required in the cosmetic industry i.e. no cleavage, exposed mid drifts, or extremely short dresses, skirts or shorts. Any student not complying with this dress code will be spoken to about this.

## **CARE OF EQUIPMENT**

Students are responsible for all equipment used during their classes. It is important to treat all equipment as if it were your own. Any breakages or problems with equipment need to be reported to the tutor immediately.

**NOTE ANY THEFT OR INTENTIONAL DAMAGE TO THE SCHOOL'S (OR OTHER STUDENTS) PROPERTY WILL BE REFERRED TO THE APPROPRIATE AUTHORITY AND WILL RESULT IN AN INSTANT DISMISSAL FROM THE SCHOOL.**

## **SEXUAL HARASSMENT OR ANY OTHER FORM OF HARASSMENT WILL NOT BE TOLERATED.**

Remember to be courteous, friendly and respectful to others at all times. Contribute positively, and participate in all class activities. Co-operate and comply with all reasonable requests from others both students and staff.

## **DISCIPLINE POLICY**

Students at all times must maintain appropriate behaviour and follow TMS rules and regulations. Penalties for breaches of rules and regulations or unsuitable or disruptive behaviour may result in students being expelled.

## **PHOTOS**

All Photos taken by TMS staff of students work remain the property of The Makeup School, and may be used for promotional purposes.

## **LATE PAYMENTS**

Payments must be received by The Makeup School ON OR BEFORE their due date. All Fees not received by the due date are subject to a "late payment penalty fee", until payment is received, and student may be turned away from class. We recommend you deposit any funds two days prior to the due date to avoid any penalties. There will be no exceptions to this, so please make note of the due dates for your course payments.

**Late payment penalty fee; \$20.00 per day.**

## **MODELS**

It is a requirement that each student is willing to be a model for other students in class, unless other suitable arrangements have been made with The Makeup School. Out of courtesy it is our policy to inform your model prior to application, of the cosmetics you will be applying including any special effects.

### **Teen Workshops**

No models will be required.

### **8-Week Introduction to Makeup**

Male students only may be required to provide a female model for this course. (Please check with TMS for further details).

### **Designing Brides**

Models will be required for all lessons.

If you are unable to find a friend to be a model you may like to try agencies like:

[www.starnow.co.nz](http://www.starnow.co.nz)

**Blow Drying Part time workshop:** 4weeks - 1 model to work on for your final lesson

**Hairstyling Workshop:** 4 weeks - 1 model to work on for your final lesson

**4-Day Workshop:** A model will be required on the last 3 days (Please check with TMS for further details).

**Private Training**

Please check with TMS for further details.

**PUBLIC HOLIDAYS AND CLOSED DAYS**

YEAR 2017

03/01/2017 New Years Day (Observed)

02/01/2017 Day after New Years Day Public Holiday

Office will be closed between 20 December 2016 – 16 January 2017

30/01/2017 Auckland Anniversary

06/02/2017 Waitangi Day

14/04/2017 Good Friday

15/04/2017 Closed

16/04/2017 Easter Sunday

17/04/2017 Easter Monday

25/04/2017 ANZAC Day

03/06/2017 Closed

04/06/2017 Closed

05/06/2017 Queen's Birthday

21 October 2016 – closed

22 October 2016 - closed

23/10/2017 Labour Day closed

25/12/2017 Christmas Day

26/12/2017 Boxing Day

**COURSE PAYMENT DATES**

**\*Please make a note of your payment due dates, as late payment fees etc will apply**

**Introduction to Makeup – excluding registration**

PT58: Full Fee 14 February 2017 / Instalment 1 – on or before 14 February 2017

Instalment 2 – on or before 14 March 2017

PT59: Full Fee 25 April 2017 / Instalment 1 – on or before 25 April 2017 Instalment

2 – on or before 23 May 2017

PT60: Full Fee 25 July 2017 / Instalment 1 – on or before 25 July 2017 Instalment 2 – on or before 22 August 2017

PT61: Full Fee 03 October 2017 / Instalment 1 – on or before 03 October 2017 Instalment 2 – on or before 31 October 2017

**Teen Makeup Workshop – excluding registration**

TM23A: Full Fee on or before 11 April 2017

TM23B: Full Fee on or before 13 April 2017

TM23C: Full Fee on or before 19 April 2017

TM24A: Full Fee on or before 3 July 2017

TM24B: Full Fee on or before 12 July 2017

TM25A: Full Fee on or before 25 September 2017

TM25B: full Fee on or before 4 October 2017

**Blow Drying- excluding registration**

HB06: Full Fee on or before 13 March 2017

HB07: Full Fee on or before 31 July 2017

**Hairstyling Workshop - excluding registration**

HS06: Full Fee on or before 01 May 2017

HS07: Full Fee on or before 18 September 2017

**Designing Brides**

DB04: Full Fee 26 April 2017 / Instalment 1 – on or before 26 April 2017 - Instalment 2 – on or before 17 May 2017

DB05: Full Fee 04 October 2017 / Instalment 1 – on or before 04 October 2017 Instalment 2 – on or before 25 October 2017

**Private Training and 4-Day Workshop – excluding registration**

Payment in full, one week prior to start date.



**STUDENTS STUDING HAIR COURSES** are to remove any hair extensions prior to the commencement of the course, as you will be working on each other. The Makeup School Ltd or any other students will not be responsible for any damage caused.

**ALL TMS male students are to be clean-shaven everyday and throughout the day as required**, as makeup will be applied to the skin.

The Makeup School will not be handing out any sanitary items or pain relief drugs. We would recommend that you carry your own pain relief suitable to your individual requirements.

### **ALL COURSES - STUDENT KITS**

Please check TMS website [www.themakeupschool.co.nz](http://www.themakeupschool.co.nz) for your course kit requirements.

### **CAMERAS**

It is highly recommended that all students bring their own personal camera (even a basic one) to class each lesson to record the progress of their work.

We also expect students to practice technique and makeup application in their own time during their training.

**ALL students** – If you are doing a Makeup Course you are required to remove any lash extensions, false lashes prior to the commencement of the course, as you will be working on each other. The Makeup School Ltd or any other students will not be responsible any for damage caused.

### **8-week part-time Introduction to Makeup & Designing Brides Student Disposable pack**

At the beginning of this course you will be given a bag of basic disposables to use during training:

Cotton tips, Cotton wipes & tissues, you will also be given a mascara. If you run out or do not bring them to class, they can be purchased from our shop.

You will need to purchase the below items, these can be purchased from our Makeup Collective Store prior to or on the first evening of the course starting.

- - Disposable Mascara Wands
- - Disposable Lip Wands
- - Brush Set
- - Salon Towel
- - Isopropyl Alcohol
- - False eyelashes and lash glue

All other MAC makeup including dermalogica skincare will be provided for you during your training.

## **ALL COURSES**

If a student is struggling with any area of the curriculum it is important to talk to the tutor immediately in order to provide remedial assistance before we move onto a new subject.

Students must accept responsibility for their own learning and seek help when needed.

All Certificates will be given out on the last day of training.