

## STUDENT INFORMATION

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THE UPHOLSTERY BUREAU offers excellent teaching and support in a relaxed environment. Through individual instruction and group learning activities students are encouraged to engage critically, creatively and whole heartedly in the craft of upholstery.

Classes are small and mixed ability so whether you are an absolute beginner or a returner, seeking out a new skill or hobby or wanting to tackle an old project to update it for your home – you will be guided through traditional or modern upholstery techniques with all the instruction you need to transform your project.

Please choose your project wisely. See [Guide for Choosing Upholstery Projects](#) pdf and you should email [saramac@upholsterybureau.com](mailto:saramac@upholsterybureau.com) with a photo of your project for your course.

## WHAT TO BRING

**A face mask** – or two face masks to refresh if you are staying the whole day. Everyone must wear a face mask to enter the workshop. Some students like to wear a face shield sometimes so you might consider purchasing one online. Hand sanitisers are available in the workshop, but you may wish to bring your own. (You will also need to sign a consent form regarding your responsibility and the transmission of Covid 19)

**Your project** (please check with Sara beforehand)

**Pen, notebook and work apron** – upholstery work can be messy so you might wish to protect your clothing.

**Water or something to drink, snack or packed lunch** - there is a kitchenette with a kettle in the hallway;  
if staying the whole day there are shops on the high street, a bakery/coffee shop in the hub.

As you progress, you might consider ...

**Small sharp scissors, dress making pins** – as you go along you may find these useful

**Two small containers with lids to hold tacks** – everyone will be given their own tacks to use

**Tools** – if you have your own upholstery tools, please do bring them for your personal use, otherwise all tools are provided.

Remember, you will be in a workshop and sometimes you will be warm, and sometimes cool, so you should dress appropriately.

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## ACCESS TO THE UPHOLSTERY BUREAU WORKSHOP

Please note, the workspace is on the 2<sup>nd</sup> floor and there is only access via stairs. When you are facing the **Duke of London** car garages, the entrance is to your right, through **metal double doors** and up a bright pink stairwell. There is usually signposting at the start of a term/course.

To avoid disappointment, if you are bringing a large armchair, you will have confirmed this with Sara mac *in advance* to ensure you can store it for the duration of your course. Access via rear doors and some muscle to move it will be arranged priority to delivering a large armchair. Email me [saramac@upholsterybureau.com](mailto:saramac@upholsterybureau.com)

## PARKING

Delivering and collecting projects with your vehicle is allowed and you may park up for a short time to unload or pick up.

For students attending day time courses, please note, that parking on site is **not** a given. So, you should arrive early if you wish to try to park for free in the **Visitors Car Park**. Pay Parking is available in the very pretty **Butts Estate** (up to 5 hours and two blocks away) and also in **Dock Lane**, there is a multi-story car park (one block away). There is also a railway station up the road, and the bus stops on the high street.

For students attending evening classes, you will find that there is space on site to park.

## PROJECTS

You may leave your project in the workspace for the duration of your course. When your course is finished you must remove your project by the end of the week that your course ends.

Large armchairs/projects: Storing of projects needs to be managed and therefore all projects must be confirmed in advance to ensure there is space, but this particularly applies to large projects. There may be a 'queue' of students wanting to do these, so let Sara know in advance.

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## WHAT TO EXPECT....

**BEGINNERS:** So if you are a BEGINNER – fear not! You can bring in a small project, anything that would fit into the front seat of a car – is a good guide. (See **Guide for Choosing Upholstery Projects** pdf) Please email [saramac@upholsterybureau.com](mailto:saramac@upholsterybureau.com) with a photo of your project to make sure it's appropriate. Always start with a small project as you'll have plenty to do and learn, bearing in mind that everything will be new to you. The theory behind choosing a small project first, is so that you can experience the satisfaction of a finished piece of re-upholstery early on. You will have plenty of time to orientate yourself in the workspace, get to know all the tools and what they do, handle the upholstery materials and learn their names. It's a hands-on class, so you'll be getting stuck in very quickly.

As a beginner you will cover the following:

Tools – identifying, correct handling & H&S of at least 6 tools

Pneumatic staple gun – handling and H&S

Working with traditional materials – sheet waddings, natural and animal fillings, Hessians

Working with modern materials – foam or rubberised hair, polywadding

Choosing the right fabric and different trimming and finishing options

We will cover the correct way to rip out a project. As topics arise, we'll look at simple frame repairs and preparation, discuss the different ways to re-upholster either by way of traditional techniques required for old chairs and projects, or modern techniques when we use foam and staples or a combination of both techniques. We'll look at the different corner pleats and the cuts used to allow fabric to pass around posts and rails to bring a professional finish to your project.

As part of the craft, and to enhance your learning, all students are encouraged to take notes, make sketches and take photos to record their practise.

## WHAT TO EXPECT...

**RETURNERS:** If you are returning to upholstery with some or quite a lot of experience, you will be guided through your project depending on your needs. It may just be that you need to activate the 'upholstery lobe' in your brain but there will be lots of opportunity to review different skills for stitching the perfect rolled edge, choosing, lashing and sewing in springs, making cuts and measuring up for a cutting plan. You might even need to refresh yourself with how to use a web stretcher. No problem!

As part of the craft, and to enhance your learning, all students are encouraged to take notes, make sketches and take photos to record their practise.

Check your course details when you enrol to see if there are specific topics being covered.