

Code of Conduct for Learners: 2026/27

TMP College aims to provide a safe and supportive environment where everyone can study and work to the best of their ability. Enrolment onto a course means you have joined the TMP College community and are expected to behave accordingly. You have agreed to this by signing the enrolment form. Your continued place on the course depends on following the code of conduct.

I agree to the following:

- I will treat everyone with respect.
- I will treat the building and equipment with respect.
- I will follow all reasonable instructions from staff within a set time.
- I will adhere to health and safety, safeguarding and evacuation procedures when appropriate.
- I agree to the IT acceptable use policy
- I will attend all sessions required for my qualifications.

Learner Disciplinary Procedure (Summary): 2026/27

The disciplinary process follows a 6-stage process which may, in certain situations, result in the learner being withdrawn from TMP College. In most cases the disciplinary procedure described in this policy document will be followed stage by stage. In some cases, it may be necessary to move to higher stages straight away due to the severity of the behaviour.

Where appropriate, learners who receive a disciplinary warning will be referred to pastoral support services. Every effort will be made to support learners to address behaviour to avoid escalation and to ensure that they achieve.

The steps within the Learner Disciplinary Procedure are as follows:

1. Classroom Management/Interventions
2. Informal Warning (Verbal)
3. Formal Warning (Meeting with minutes)
4. First Written Warning
5. Final Written Warning
6. Final Disciplinary Hearing

Disciplinary stages may be missed, depending on the severity of behaviour. Learners can be suspended at any stage and the level of sanction issued will be decided following an investigation.

Whenever a warning is issued to a learner, appropriate support will be offered to help learners to progress and be successful.

Learners have the right to appeal against a Final Written Warning, or Final Disciplinary Hearing which has resulted in dismissal.

Agreeing to this policy

During enrolment onto a course at TMP College, we require all learners to sign this document to confirm they agree to comply with the Code of Conduct for Learners and understand the disciplinary procedure.

Signed:_____ Name:_____ Date_____