

Disciplinary Procedure for Attendance and Behaviour

Why is this required?

To make sure that all learners know how they must behave on the project and that all learners **follow the rules** in their **learner contract**.



DOs

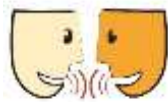


DON'Ts

What are my responsibilities?

If I do not follow a rule in my learner contract:

1. A staff member will **tell me what I have done**, and they will remind me **not to do it again**.



2. If I continue to do it again, I will be given a **verbal warning** by a member of staff and agree a **support plan**.

3. If I continue to break the rules, I will be given a **written warning** and an **action plan** that will be reviewed regularly.



4. If I still break the rules and do not make improvements, a **disciplinary meeting with Mark Finch (Head of Education and Learning)** will be held to discuss my behaviour/attendance. My job coach, parent/ carer (if applicable), and my local authority may be invited.



5. After the meeting, TAP staff will continue to **support me in improving my behaviour/attendance in preparation for the world of work**.