



STUDENT CODE OF CONDUCT

As a student of the TLG, I agree to:

- Read the Student Handbook and the induction Pack
- Arrive to class on time
- Return to class on time after the break
- Do not leave early from class
- Participate fully in class
- Bring my course book to class every day
- Not bring food into class (water in a closed container is permitted)
- Switch my phone to silent in class and do not use unless of an emergency or for an activity in class
- Only use my phone or tablet for educational purposes, with my lecturers permission
- Treat my lecturers, my classmates and staff members of TLG with respect
- Inform the student support team if I cannot attend class
- Do all pre-reading or assigned tasks ahead of attending class
- Work in groups and pairs with classmates when required to do so
- Take responsibility for my own learning
- Follow all TLG policies and procedures when required to do so
- Not smoke (including the use of e-cigarettes) in any TLG building
- Follow all safety and emergency procedures
- Be respectful of Prevent and Safeguarding rules
- Not show inappropriate physical intimacy on campus
- Not distribute religious or political materials at TLG
- Not bring alcohol, illegal drugs or weapons onto TLG premises
- Not attend campus under the influence of alcohol, illegal drugs, misuse of prescription medication or “legal highs”
- Be respectful of others faiths, beliefs, sexualities, nationalities and genders.
- Not engage in serious bad behaviour, such as violence, physical, sexual or mental abuse, bullying, damage to property, and use of abusive or threatening language in English or any other language.
- Understand the attendance policy rules and the risk of withdrawal if low attendance persists without prior approval of absence

☐ I understand that failure to follow these rules may lead to my suspension or expulsion from The Language Gallery.

Print name:

Signature:

Date: