



Spanish and Art Trip 2016 – Barcelona, Spain

CODE OF CONDUCT FOR STUDENTS ON SCHOOL VISITS

It is usual for students to behave in a responsible and co-operative manner during school visits. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. We hope parents will discuss this Code of Conduct with their son/daughter so that they fully understand the implications before signing the agreement.

For all visits

1. Students remain under the jurisdiction of the school during the visit and must follow the instructions of the Trip Leader and all staff with responsibility during the visit.
2. Punctuality and politeness from students will be insisted upon at all times during the visit.
3. There will always be at least one member of staff on duty during a visit. Students must know where and how staff can be easily contacted. This will apply to all parts of the visit including the journey, free time and during the night.
4. Students remain responsible for their belongings and valuables whilst on visits. Staff will usually make arrangements for the safekeeping of passports and may make arrangements to help students safeguard other valuables.
5. Students will not be allowed to smoke, or to purchase cigarettes, during any part of the visit.
6. Students will not be allowed to drink, or to purchase, alcohol during any part of the visit.
7. Students should never deliberately put themselves at risk; however, they must also know what to do in the event of an emergency. They should know how to contact staff during any periods of time when they are indirectly supervised and must follow the given instructions for emergency procedures.

Residential Visits

8. At all residential venues, students must always be considerate of all guests/staff and should not do anything to inconvenience them. Students will be expected to maintain their room in a reasonable state and to leave it in an acceptable condition.



9. Whatever the age of students, a clearly stated curfew will be given, and a time to be in the student's own bedroom will be given. Lights out and silence will be insisted on at a given time. It must be understood that staff must be able to trust students to remain in their own rooms when instructed to do so. Students will not be allowed into rooms of other guests (and vice versa).

10.No student will be allowed out of the residential venue on their own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.

Please note that further rules of conduct may apply on specific trips and any supervising member staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.

11.Any damage incurred by students will be the financial responsibility of parents. In an extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.

12.Any student who breaches the Code of Conduct not only risks their own place on school visits, but also threatens the future organising of visits in the school.

I,.....Student Name , have read and understood the School Code of Conduct for school visits. I acknowledge the need for sensible behaviour on school visits and agree to abide by the rules. I understand that breaching this code risks my chances of involvement in future visits.

Student Name:

Form:.....

Signed:.....

(Student)

Date:.....

Signed:.....

(Parent/Carer)

Date:.....