

CODE OF CONDUCT FOR STUDENTS ON SCHOOL VISITS

All students who are taken on organised school visits are required to accept and conform to the code of conduct. Parents must also agree the code and accept that any breaches may result in sending a pupil home early by arrangement with the group leader and with the cost met by the parents.

All permission slips must be returned to the Group Leader, via reception before the trip, or participation will be refused.

All trips are undertaken on the understanding that all students will be trustworthy and good humoured, helping to make the visit a success and a pleasure for everyone. The Staff who undertake the supervision of the visit expect good manners and co-operation.

1. Students are expected at all times to listen carefully to instructions and to obey and act co-operatively.
2. Students must listen carefully to all safety notices and follow these instructions.
3. Students are required to behave in a manner that causes no offence to the general public or to the other members of the group and in a manner that poses no threat to safety.
4. Students are expected to look after their belongings carefully, dress suitably and appropriately, and to hand valuables or documents to the Group Leader. At times, a Group Leader may request certain items, such as mobile phones, to be handed in or switched off for a period of time. Staff accept no responsibility for personal items.
5. No smoking, alcohol or illegal drugs are allowed, and any pupil found in possession is likely to be sent home at the expense of the parent. Further consequences may follow.
6. All students must arrive at pre-arranged meeting places at the correct times. Failure to do this may cause emergency procedures to be invoked and it will be regarded as a very serious offence. Some short periods of time may be used for unsupervised activities, and students must comply with the rules laid down, keeping with their group at these times.

On residential trips, students are expected to obey the rules laid down by staff regarding sleeping, eating and recreational arrangements. Failure to do this or creating a nuisance may lead to a pupil being sent home at the expense of the parents, or parents may be asked to collect the student.

7. If students do not return to the coach at the specified time to return to school then parents may be asked to collect them from the venue. If students are late, we may leave without them.

Signed by Student..... Form

Signed by Parent/Guardian.....

SCHOOL COPY - TO BE RETAINED BY SCHOOL