



Trips and Visits

Code of Conduct

For a student to participate in an overnight or overseas trip, they must:

- Have a reasonable attendance in the sixth months prior to the trip. If we withdraw a student from a trip due to the poor attendance, we will refund the full cost of the trip paid by a parent/carer.
- Have a good behaviour record. If we withdraw a student from a trip due to a behavioural reason, we will **not** refund any monies paid by parents/carers.

On day trips and visits, students must:

- Cooperate fully with trip/visit staff at all times
- Participate fully in all activities during the visit
- Be punctual – in terms of trip/visit departure times and at specified meeting points during the trip/visit
- Never leave the group without permission
- If granted unsupervised time during the trip/visit (for lunch etc.), remain in a group of no fewer than 4
- Dress in an appropriate manner – T-shirts and other clothing with logos should not cause offence
- Not smoke or be in possession of smoking paraphernalia
- Not be in possession of anything illegal
- Behave at all times in a manner that reflects well on themselves, the group, and the school
- Avoid behaviour that might inconvenience others or bring the school into disrepute
- Be considerate to others at all times
- Respect all requests made by staff and accompanying adults
- Be aware of social and religious conventions and show appropriate consideration
- If in doubt on any matter, consult with staff
- Accept that a full written report of any misconduct may be forwarded to parents/carers
- Accept that sanctions will be applied in line with the School's Ladder of Consequences
- Accept that misconduct on one trip/visit may affect participation on all future trips/visits and activities.

For overnight/abroad trips and visits, students must also:

- Abide by the laws, rules and regulations of the countries and places visited
- Comply with customs and duty free regulations
- Comply with the school policy on the consumption of alcohol (for 18 year olds and over only) – may be consumed in moderation with an evening meal if allowable in the country

concerned. This should be seen as a privilege and is therefore at the discretion of the trip leader. This privilege can be withdrawn at any point.

- Not buy alcohol as a duty free gift unless over 18 years of age • Not buy tobacco as a duty free gift unless over 16 years of age.
- Behave appropriately at all times in accommodation used, particularly in the evenings when respectful quiet should be maintained. It is forbidden for students to leave accommodation without the express permission of a member of trip staff. Rooms will be checked regularly and should be kept tidy.
- Spend any free time in groups and keep with them contact details of trip/visit staff and details of the accommodation
- Accept full responsibility for looking after their personal possessions.