

## **CODE OF CONDUCT FOR STUDENTS ON SCHOOL VISITS**

### **Applicable to All School Visits**

1. Students must remember that they represent the school whenever they are in public, especially when they are in school uniform. We count on them to be pleasant, quiet, courteous and considerate of other people at all times. Students must bear in mind that their behavior will reflect upon the school's public image.
2. At no time will students be allowed to leave the group on their own.
3. If they are given free time, they must always return to the meeting place promptly and register with the leader. They must never be late.
4. Students must always be aware of traffic and take particular care when crossing the road, especially when in a group.
5. Students must never drop or leave litter. They should keep it until they find a bin.
6. Students must not chew gum.
7. Students must be aware that vandalism or shoplifting would have very serious consequences for themselves, their parents and the school.
8. On a visit abroad students must not bring tobacco products or alcohol or banned items through the customs. They must not bring anything through the customs for somebody else.
9. Students must always remain seated on coaches and mini-buses whilst travelling and must not move from their seats until told to do so by a member of staff and must wear their seat belts at all times. Students must adhere to coach company policy.
10. Students are responsible for their own property on all visits and journeys and must ensure that their property is marked in an appropriate manner with their name/postcode.
11. Students must respond to staff instructions appropriately at all times and adhere to the regulations set up for specific trips.
12. Valuables will not be the responsibility of the school. If mobile phones are brought they will only be used to ring home with staff's approval.
13. We reserve the right to withdraw your child from a school trip if she is involved in any serious breach of discipline at any time prior to the departure of the trip, or has developed a serious health concern. Please note that in such situations the payment for the trip may not be refunded.