

Visit to Normandy, France (8th- 12th July 2019)

CODE OF CONDUCT FOR PUPILS

This Code of Conduct has been produced with the aim of ensuring the safety and enjoyment of all members of the group and in relation to the risk assessment undertaken for the visit. It is, therefore, essential that pupils adhere to it.

Please note that, prior to the trip running, if your child's behaviour in the Academy indicates that they have breached the rules below, we reserve the right to withdraw your child from the trip at any point. The safety of all our students and staff has to be the main priority.

Behaviour prior to trip

Leading up to the trip, pupil behaviour within school will be monitored, looking at behaviour points at the end of each Praising Stars cycle. Pupils who gain a high number of behaviour points may be withdrawn from the trip and any money paid **will not be refunded**.

1 Pupils must follow, without question, any instruction given by any member of staff. Staff are concerned for the safety of pupils and instructions are given in this context, especially as we are in an unfamiliar environment in a foreign country.

2 Behaviour on the coach

For reasons of safety, pupils must remain seated, with the seatbelts fastened when the coach is moving. The coach **must** be kept tidy and any litter should be placed in the plastic bags provided.

3 Stops en route

Pupils must listen to instructions about times to reassemble after a stop. When at a service area, pupils should remain in the shop/café etc. be in groups no smaller than 4, and be aware of where staff are should there be an issue.

4 Behaviour on the ferry

On boarding the ferry, pupils should remain together until they have been told by staff when and where to reassemble for checking at the end of the crossing. During the crossing they must behave sensibly and be polite to other passengers. **Pupils must not go out onto the deck without staff permission and must be accompanied by a member of staff.**

5 Behaviour in the hotel

Pupils must behave sensibly in the hotel and be polite and considerate towards other guests. This is peak holiday time for the hotel and there will be lots of families on holiday. Acceptable clothing must be worn at all times. There will be no mixed sex rooming or social time in rooms.

Under no circumstances should pupils go out of the hotel complex into the resort without a member of staff.

6 Bedtimes

Single sex sleeping arrangements must be adhered to. Students must be in their bedrooms by 9pm with lights out at 10pm. After 9pm nobody should be out of their room.

7 Behaviour on trips and in the resort

Pupils must listen carefully to all instructions given by the supervising staff, as these are usually aimed at ensuring their safety. They should remain with their group and not wander off without permission. They must be considerate towards other members of the public. Specific safety instructions will be given prior to going to the water park and visiting Las Ramblas.

8 Shopping

There are opportunities to go to shops and this is a valuable linguistic activity. However, pupils must not buy items such as knives, fireworks, toy guns, laser pointers, etc. They must also not attempt to buy tobacco, alcohol or cigarette lighters.

9 Mobile phones and other electronic equipment and photographs

Mobile phones and other electronic equipment **may** be brought on this trip. **This will be entirely at your child's own risk. We will not be responsible for any loss, theft or damage of a mobile phone/electronic equipment/media device.** Obviously we cannot stop students taking photographs on phones or cameras, however, if it is reported that photos are being taken without consent or are of an inappropriate nature this will be dealt with and the items confiscated until our return to base.

We allow students to use social media to express their enjoyment of the trip, however, we will insist on appropriate and responsible posting online for the entire trip. Any inappropriate use of social media reported will be dealt with by the trip leader, the SLT link will be informed and parents/carers also.

At times we may ask for students to hand their mobile phones to staff to allow parents to be contacted in the event of an injury to a student. This is to allow the injured student's parents/carers to be contacted first and to prevent hearsay and false

information being received about students' wellbeing. Once contact has been made with parents/carers all mobile phones will be given back to students.

10 Group Size

At **ALL TIMES** during travel, on excursions, and around the hotel complex, pupils **MUST** remain in groups of a minimum of 4 people. Anyone seen wandering alone or in pairs or threes will have to remain under staff supervision until a group can be found for them to join.

11 Alcohol

Drinking of alcohol by any student is prohibited. Anyone caught drinking will remain under the supervision of a staff member, the alcohol confiscated and parents notified. SLT will be contacted and there will be further consequences once we return to school.

12 Smoking

Students will not be allowed to smoke at any point, regardless of age or habit.

It is in the interest of your child's health and safety that the above code is respected. As group leader any serious breaches or misconduct will be dealt with. The SLT link will be notified as will parents. It is possible that we may feel it necessary to send a child home or implement other appropriate sanctions. In the event of a child being sent home parents/guardians will be wholly responsible for the financial implications.

In signing this contract, you are agreeing that your child fully understands and respects the conditions and expectations stated above.

Parent/Carer Signature

.....NameDate.....

Pupil Signature

.....Name.....Date.....

Visit Leader Signature

.....Name.....Date.....