

## Expectations on Educational Visits

Expectations on Educational Visits It is usual for Ilkley Grammar School students to behave in an extremely responsible and co-operative manner during school visits. As a result, a wide variety of visits are extremely successful and enjoyable experiences. To avoid any misunderstanding, it is vital to outline the behaviour we expect. This document refers to all types of activity and therefore not all sections below may apply to all visits. We hope parents will discuss this code of conduct with students. Students are expected to:

### Expectations and rules:

1. Students remain under the jurisdiction of the school during a visit and must at all times follow the instructions of all adults during the visit without delay or discussion.
2. Punctuality and politeness from students are vital for the success of all visits and will be insisted upon at all times. Unnecessary lateness causes a delay and anxiety for others.
3. When not in school uniform, students should always dress in a manner appropriate to the character of the visit. Staff will inform students of the most suitable type of clothing and any specific clothing requirements. T-shirts and other clothing with logos should not cause offence to either staff or members of the public.
4. Coaches and minibuses are at all times to be kept tidy, free of litter and substances that may cause damage. The instructions and requirements of the Coach Company and its driver(s) are to be respected.
5. Students must at all times know where and how staff can be contacted. This will apply most specifically during unsupervised time and, while on a residential, during the night. During Exchange Visits, it is particularly important that students know how to contact a member of staff if a problem arises.
6. Students should never deliberately put themselves at risk; however they should also know what to do in the event of an emergency.
7. Students must remain responsible for their belongings and valuables whilst on visits. On trips abroad staff may make arrangements for the safekeeping of passports and may make arrangements to help students safeguard other valuables. The property of others must also be respected at all times. It is advised that, wherever possible, pupils should not take valuable items on a school trip.
8. Mobile phones and electronic devices must be used responsibly throughout all visits. Failure to abide by this rule will result in temporary confiscation.
9. Students are not allowed to smoke, or to purchase cigarettes, during any part of a day visit. On some Post 16 residential visits, students may be allowed to smoke at specific times and in specific places if informed by staff.
10. Possession and consumption of alcohol or of any kind of illegal substance is not permitted and is a very serious offense that will be severely dealt with.
11. Pupils may not purchase or have in their possession fireworks (bangers), flick-knives, laser pens, bb guns, lighters, matches, inappropriate literature or any other such item.

12. At all residential venues students must always be considerate of other guests. Students are expected to maintain their accommodation in a reasonable state and to leave it in an acceptable condition.
13. During residential visits a clearly stated time to be in the student's own bedroom will be given. Lights out and silence will also be insisted on at a given time. Students are never allowed into rooms of the opposite sex or belonging to other guests (and vice versa).
14. No student will be allowed out of a residential venue on his/her own. If free time is allowed during the day, students must always be in groups of 3 or more to ensure their safety.
15. Any damage incurred by students will be the financial responsibility of parents. 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.

*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.*

### **Sanctions:**

Any pupil who is found or considered to have broken any of these rules or who has behaved in any other way that threatens the successful running of a visit will be subject to one or more of the following sanctions:

- Loss of privileges for a period of time.
- Isolation from other students and/or close supervision for a period of time.
- Immediate repatriation.
- Temporary or permanent ban from future school visits.

**Student** - I have read and understood the Responsibilities and Expectations for school visits. I acknowledge the need for sensible behaviour on school visits and agree to abide by these rules. I understand that breaching this code risks my chances of involvement in future visits and may put the good name of the school at risk.

**Parent/Carer** - Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a student or the School, as a result of his/her actions, must be met by the student's parents. A serious breach of this Code of Conduct or the event of other serious issues may ultimately result in the need for a student to be immediately repatriated or returned home by or at the expense of his/her parents.