



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

Student responsibilities and expectations on educational visits

(This form is printed in the consents booklet and must be agreed to by a parent in consultation with their child before involvement in a residential trip can take place)

Rationale:

It is usual for students to behave in an extremely responsible and co-operative manner during school visits. As a result, the wide variety of day visits and residentials, both locally and further afield, are extremely successful and enjoyable experiences. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. This document has been prepared in such a way as to cover all types of activity held outside of school and therefore, by its very nature, not all sections below may apply to all visits. We hope parents will discuss this code of conduct with their child before signing the agreement.

Expectations and rules:

1. Students remain under the jurisdiction of the school during a visit and should always follow the reasonable 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 always insisted upon. 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 always 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 always 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, or others, at risk and they should make sure they 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 plan for the safekeeping of passports and may make arrangements to help students safeguard other valuables. The property of others must also be always respected. 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 may result in temporary confiscation.
9. Students are not allowed to smoke/vape, or to purchase cigarettes/vapes, during a trip/visit.
10. Possession and consumption of alcohol or of any kind of illegal substance is not permitted and is considered a very serious offence.
11. Pupils may not purchase or have in their possession any items which would not be permitted in school.
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 will be given by which students must be in their dormitory/bedrooms. Lights out and silence will also be insisted on at a given time. Students are not allowed into bedrooms other than their own designated bedroom and must not invite others into theirs.

14. No student will be allowed out of a residential venue on their 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 an incident 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 that they return home, 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.

Possible 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 may be subject to one or more of the following sanctions:

- Loss of privileges for a period of time.
- Separation from other students and/or close supervision by staff for a period of time.
- Repatriation, in rare cases when the safety of an individual or others is considered to be an unmanageable risk.
- Temporary or permanent ban from future school visits.

Student declaration:

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/carers are required to accept responsibility for any damage or costs incurred by their child due to their conduct and actions, whether intentional or not. Any claims made by a third party against a student or the school, because of their actions, must be met by the student's parents/carers. 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 their parents/carers.

Student signature: _____

Parent Signature: _____

