



Founded 1125

CODE OF CONDUCT FOR EDUCATIONAL VISITS

Dear Parent/Guardian

As you are aware in today's climate, there are certain precautions we must take before taking your child on the proposed visit. In respect of Health & Safety regulations and insurance, we require the assurance of yourself and your child that the following rules of behaviour will be adhered to both before and during the visit.

Failure to comply with these rules while abroad may result in the removal of privileges such as free time without direct supervision, as we may not be able to guarantee the safety of the student.

If, in very extreme cases, staff feel that they are not able to guarantee the continued safety of the student because of serious or repeated infractions, they may be forced to ask parents to come and collect their son in order to maintain the safety of the rest of the group at the parents' expense.

Code of Conduct:

1. Instructions of staff or local monitors must be entirely obeyed and followed at all times.
2. Students should behave appropriately and dress suitably, seeking by their conduct to enhance rather than detract from the good name of the school.
3. The occupants of each room are held responsible for the furnishings and fixtures. Any damage caused or seen should be reported at once to a member of staff. Please note that students will be liable for any costs incurred above the caution fee. Rooms will be inspected regularly for tidiness and safety.
4. Mobile phones and cameras are to be used responsibly and at appropriate times. No one may take photographs of anyone else without their prior consent. Mobile phones should be used sparingly, and do not need to be turned on except when students have time in small groups without direct supervision (for emergency contact with staff). The School accept no responsibility for the security of personal belongings such as phones, cameras, personal iPod's or any other personal possessions.
5. Students will abide by Reading School's ICT User Agreement whilst on School day or residential trips.
6. Normal school rules governing bullying, and concerning drugs, alcohol, tobacco, and the purchase of weapons or cigarettes, must be followed.
7. Punctuality in returning to meeting points and for registration throughout the day is important. Persistent lateness will result in sanctions.
8. All property remains the responsibility of the individual. Passports, EHIC and travel tickets will be kept centrally when not needed by the student.
9. Sensible behaviour when travelling in a group is vital. Wear seat belts when on coaches, and always stay in a group of at least 3 students when allowed time without direct supervision.

This contract would have been signed at the beginning when you enrolled and acts as a reminder that your child fully understands and respects the conditions and expectations stated above on the forthcoming trip.

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