

Code of Conduct
Student responsibilities and expectations on educational visits

Rationale:

It is usual for Langtree School 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 ask that parents discuss this code of conduct with their son/daughter before signing up for an educational visit.

Expectations and rules:

1. Students remain under the jurisdiction of the school during a visit and must at all times follow the instructions of school staff or supervising adults during the visit, without delay.
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 trip, during the night.
6. Students must remain responsible for their belongings and valuables whilst on visits. On trips abroad staff may make arrangements for the safekeeping of passports. The property of others must also be respected at all times. It is advised that, wherever possible, students should not take valuable items on a school trip.
7. Mobile phones and electronic devices must be used responsibly throughout all visits. Failure to abide by this rule will result in confiscation.
8. Students should be contactable during periods of free time. This means students are responsible for managing their phone use so that their device can remain charged for long periods (it may be worth considering a portable charger).
9. Possession and consumption of tobacco, alcohol or of any kind of illegal substance is not permitted and is a very serious offense that will be severely dealt with.
10. Students may not purchase or have in their possession fireworks (including bangers), knives, laser pens, bb guns, lighters, matches, inappropriate literature or any other such item.
11. At all residential venues students must always be considerate of other guests.
12. 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 other students or those of other guests (and vice versa).
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 three or more to ensure their safety.
15. Any damage caused by students will be the financial responsibility of parents.

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.