



## **AHS CODE OF CONDUCT FOR STUDENTS ON LANGUAGE EXCHANGE VISITS**

---

It is usual for AHS students to behave in a responsible and co-operative manner during school visits. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. We hope parents will discuss this code of conduct with their child so that they fully understand the implications before signing the agreement.

Language exchanges with our partner schools in France, Germany, Spain and elsewhere represent an amazing opportunity for our students to put into practise what they learn in language lessons. The freedom and independence that these trips offer are, of course, one of the main reasons why students opt to take part and we feel that students do gain enormously from the experience.

However, with this freedom and experience comes responsibility. It is important that students are aware of, and obey the laws of the country that they are in, as well as respecting the local culture and traditions. The teachers who accompany our exchanges want the students to have a good time but also to be safe. Much of this code of conduct is based upon trust; the students do spend a lot of time away from the teachers and must therefore behave accordingly. Students remain under the jurisdiction of the school during the visit and must follow the instructions of the Party Leader and all staff with responsibility during the visit.

1. Punctuality and politeness from students will be insisted upon at all times during the visit.
2. During Exchange Visits there will always be at least one member of staff on duty, it is particularly important that students know how to contact a member of staff and that they do so as soon as possible if a problem arises. This will apply to all parts of the visit including the journey, free time and during the night.
3. Students remain responsible for their belongings and valuables whilst on visits. Staff will usually make arrangements for the safekeeping of passports and may make arrangements to help students safeguard other valuables.
4. Students will not be allowed to smoke or to purchase cigarettes, during any part of the visit.
5. Students will not be allowed to drink or to purchase alcohol during any part of the visit.
6. Students should never deliberately put themselves at risk; however, they must also know what to do in the event of an emergency. They should know how to contact staff during any periods of time when they are indirectly supervised and must follow the given instructions for emergency procedures.
7. No student will be allowed out on their own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.

Please note that further rules of conduct may apply on specific parts of the exchange 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.

Any damage incurred by students will be the financial responsibility of parents. In an extreme case of misbehaviour, parents will be contacted. 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.

Any student who breaches the code of conduct not only risks her own place on school visits but also threatens the future organising of visits in the school.