



# Code of Conduct & Consent for School Trips

To: Parents/Carers & Students

To ensure that all participants have an enjoyable and rewarding school trip, please read all of the following points carefully, discuss them with your child and confirm that you have agreed to them via ParentPay:

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1. Students are expected to be polite and well-mannered at all times, remembering that they are part of a group, and to respect the people and culture of the host country where appropriate.
2. Students are to adhere to the same standard of conduct as expected in school with the exception where permission has been appointed not to wear school uniform. Even then other rules relating to appearance still apply.
3. They should listen carefully to instructions given to them by staff and carry them out with good humour.
4. On the coach and on all public transport they should behave in a calm and mature manner that respects the comfort and safety of others. Seat belts and restraints must be used.
5. For safety reasons no student may leave the group at any time on their own. When the students are given free time, they should go out in groups of not less than three, after informing the staff on duty where they are going.
6. The Ashmole policy on not smoking, drinking and not being in possession of illegal substances applies throughout the visit. Knives, other objects regarded as weapons and fireworks are banned. A breach of this rule will lead to exclusion.
7. It should be noted that Customs regulations do not permit any person under the age of 17 to bring back alcohol, or under 16 to bring back cigarettes, even if a gift.
8. We do not expect there to be any problems, but because staff will be 'in loco parentis' during the trip, it is important that parents are aware of the sanctions which can be used if necessary. These are in line with sanctions used at school. Sanctions may also lead to a student being excluded from certain day or evening activities. In an extreme case, parents may be contacted and the offender sent home. Parents will be responsible for all extra costs involved. Further sanctions may be imposed by the school once returned from the trip, should the Executive Head Teacher feel that this is appropriate, including exclusion in some cases.

## **CONSENT IN THE EVENT OF AN EMERGENCY**

In giving consent for your child to participate in a school trip, you authorise members of the Ashmole Academy staff to consent to medical treatment including inoculations, surgery or blood transfusion, which in the opinion of a qualified medical practitioner may be necessary for your child and understand the extent and limitations of the insurance cover provided.

## **PERSONAL BELONGINGS INSURANCE**

Your child's personal belongings may not be insured for loss during this visit. Please check, arrange cover if necessary and **mark your child's belongings!** In giving consent for your child to participate in a school trip, you will need to provide receipt/proof of ownership for any valuable item of equipment (e.g. camera, spectacles, etc) which your child will bring if you intend to claim through the travel insurers.