

CODE OF CONDUCT

- A) On any educational visit you are ambassadors for Hall Mead School. You will be expected to adhere to our high standards of behaviour. This means acting in a responsible manner and being courteous at all times.
- B) If you are instructed to register with your group leader at a particular place and time, please make sure you obey these instructions and be prompt.
- C) On some trips you may be given free time to explore. In these circumstances your party leaders will give you clear instructions as to where you may go. You will also be instructed to remain in groups of at least 3. Never stray outside the designated area and never leave one of your peers on his/her own. Pay particular attention to road safety.
- D) Please do not deposit litter anywhere other than in litter bins.
- E) You must not smoke.
- F) You must not drink alcohol. Breaking this rule may result in you being banned from any further educational visit that is not curriculum related.
- G) Remember, any form of anti-social activity eg. Shoplifting, vandalism etc, would result in very serious consequences not only for the pupil concerned but also for the whole party. Should it become necessary for a pupil to return home early because of their behaviour, their parents will be responsible for any additional expenses and for their supervision during the journey. In most cases, parents/guardians will be asked to collect their child.**
- H) If a pupil is taken ill and needs hospitalisation, parents will be required to take over responsibility for pupils care.
- I) If there is any type of emergency, use the emergency contact details for your group leader.

For Overseas/Residential Trips

- J) When you are abroad you are a foreigner in another country. The customs and cultures of countries visited will be different from ours. Please try and understand these differences and never make fun of a way of life you may not fully understand. If you have some knowledge of the language of the country visited, try and use it. This is an opportunity to further develop your language skills.
- K) During your visit you are likely to have to carry your money, passport and other documents with you. Please make sure these are kept safe and are available when needed. Foreign travel may involve frequent security checks, particularly at ports and airports. Please make sure you answer any questions politely and accurately. Do not try to be humorous as this will not be appreciated by security personnel and can lead to serious consequences.
- L) Remember, traffic will often be on the right!
- M) Remember that you must not attempt to bring alcohol or cigarettes through customs. If you need to carry medication, please inform your group leader. It is also forbidden to bring back fireworks, crackers, flick knives, bb guns. **DO NOT BUY THEM.**
NEVER OFFER, OR BE PERSUADED TO TAKE AN ITEM OR PACKAGE THROUGH CUSTOMS ON BEHALF OF ANOTHER PERSON.
- N) If staying in overnight accommodation, treat your hotel room with respect. Your room must be kept clean and tidy and care must be taken not to damage furniture and fittings. When you enter your room for the first time, please inspect it carefully for damage and report any to your group leader. If this is not done you may subsequently be held liable. If damage occurs during the visit, pupils responsible will be liable for the cost of repairs. Any damage should be reported immediately to a group leader.
- O) At mealtimes, please be punctual and try to eat the food offered. Good table manners are expected at all times. The hotel staff will be pleased to help you. Please be polite to them at all times.
- P) If you have any problems, talk to your group leader as soon as the problem occurs so that a quick solution can be found to leave you to enjoy your stay.