

TOYNBEE SCHOOL

Detailed Code of Conduct for School Trips and Residential Visits

1. **General:**

Acceptance on a School Trip/Residential Visit is dependent on the pupil adhering to the School Code of Conduct at all times. A pupil will forfeit their place on the Trip if they contravene this Code of Conduct and **monies paid will not be reimbursed.**

Irrespective of the destination or duration of the visit, pupils will not only be representing Toynbee School but also often Hampshire and Great Britain.

It will therefore be expected that pupils will behave in an exemplary fashion at all times, as the whole party will be judged by the actions of individuals.

This document has been prepared in such a way as to cover all types of activity held outside of school and therefore not all sections below may apply to the activity in question. Also other unexpected situations may arise that are not covered in the text of this document and it is therefore stressed that **any decisions taken by the Party Leader in respect of pupil behaviour shall be final and binding.**

You will lose your place on the trip if you:

Are placed on behaviour monitoring report

Are put in Inclusion

Are put on Twilights

Are excluded

2. **Behaviour Requirements and Responsibilities:**

- Instructions given by Teachers and other Toynbee adults must be obeyed without delay at all times
- Punctuality is essential and all meeting times adhered to
- Pupils may not go anywhere alone. The minimum requirement is that unsupervised pupils must be in a group of three and an adult must always know in advance where the group will be
- Mobile phones may be used with headphones only and volume level must be kept low so as not to disturb others
- The property of others must be respected at all times
- Coaches/minibuses are at all times to be kept tidy, free of litter, chewing gum and other substances which may cause damage
- The instructions and requirements of the Coach Company and its Driver are to be respected
- No pupil may leave the site unless accompanied by an appropriate adult
- Hotels or other residential properties must be kept tidy, free of litter, chewing gum and other substances which may cause damage
- Bedrooms are out of bounds to members of the opposite sex at all times.

- Bedtimes will be strictly adhered to with no noise after lights out.
- Pupils may not purchase or otherwise have in their possession fireworks (bangers), flick-knives, laser pens, bb guns, lighters, matches, inappropriate literature or any other such item
- Pupils may not smoke or otherwise have in their possession any tobacco product, consume or possess any kind of alcoholic drink, or use or otherwise have in their possession any kind of illegal substance
- Misuse of any kind of chemical substance, whether legal or not is not permitted, In the case of medication, permission will be granted by prearrangement.

3. Sanctions:

Any pupil who is found or considered to have broken any of these rules or who behaved in any other way will be subject to one or more of the following sanctions:

- i) Loss of privilege for a period of time
- ii) Isolation/close supervision for a period of time
- iii) Isolation from other pupils for the duration of the trip
- iv) In extreme cases, immediate repatriation. If the Party Leader requires that a pupil/s return home immediately, the parents/carers must make the necessary arrangements to collect their child, or in the case of foreign visits, Toynbee School will make arrangements to fly the child to a suitable UK airport from where they must be collected. The cost of this will be borne by the parents/carers
- v) Temporary or permanent ban from future school visits

4. Signatures of Understanding

We have read and fully understand the contents of this Code of Conduct Document and agree to be fully bound by the terms and conditions laid down.

Name of Pupil..... Tutor

Signature

Name and Relationship to Pupil

Signature Date

Return to Mrs.H. Thompson