



## **SCHOOL CODE OF CONDUCT FOR STUDENTS ON DAY TRIPS**

It is usual for students to behave in a very responsible and cooperative manner during trips and visits. However, to avoid any misunderstanding, we think it is helpful for both parents and students to be aware of the response we expect. We hope parents will discuss this code of conduct with their daughters so that they fully understand the implications, before signing up for a trip.

1. Punctuality and politeness from students will be insisted upon at all times during the visit.
2. Students will not be allowed to smoke or vape during any part of the visit.
3. Students will not be allowed to drink alcohol or partake in any illicit substances during any part of the visit.
4. Students should always be aware of other members of the public and should not do anything to inconvenience them.
5. No student will be allowed out on their own during free time. If free time is allowed, students must be in groups of at least four if they are in Years 7-11. There may be occasions when it will be appropriate for staff to allow Sixth Form students to be in pairs.
6. If there is any part of the trip where group free time is allowed, there will always be at least one member of staff on duty. Students must always be sure that they know where and how staff can be contacted.
7. All students will be told what to do in an emergency and must follow the given instructions.
8. If students have any issues or worries that need addressing during a trip they should speak to the trip leader in the first instance as they will be best placed to address any concerns. If the concern is significant enough to alert parents, the trip leader will arrange for a phone call home to be made.
9. Students remain responsible for their belongings and valuables whilst on visits

Please note that further rules of conduct may apply on specific trips. Where this is the case, these rules will be described in a letter to parents or in a briefing.

Any damage incurred by students will be the financial responsibility of parents. In any 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.

The Headmistress is particularly anxious to ensure that parents realise that the organisation and supervision of all residential visits is undertaken by staff on a voluntary basis, with staff often giving up their weekends, evenings and time with their own families to facilitate the trip; she hopes parents will discuss with their children ways in which they can show appreciation.

If you would like to discuss any aspect of trips and visits your child may make, please do not hesitate to email the school's Education Visits Coordinator([trips@ahs.bucks.sch.uk](mailto:trips@ahs.bucks.sch.uk)).