

EXPECTATIONS OF STUDENTS TAKING PART IN A SCHOOL TRIP

When taking part in a school trip, students are representing King James's School and must understand the importance of the impression their behaviour gives not only of themselves, but that of the school. Any behaviour issues will be recorded and dealt with on return.

Organising staff will make every effort to make sure that each trip is an enjoyable and memorable occasion. However, all parties must appreciate that health, safety and welfare issues are paramount.

Students taking part in a school trip must observe the following guidelines:

- Students must behave sensibly and responsibly and not take unnecessary risks
- Students should be punctual and attend all meetings and organised meals
- Students must follow the instructions of the group leader and other supervising adults including those at the venue. If students are unclear about arrangements, they should speak to staff and not leave arrangements to chance.
- Students must report anything that may harm anyone to the group leader or supervising staff
- Students must dress as requested and be sensitive to local codes and customs, especially abroad
- If students feel unwell or experience a problem, they should contact a member of staff immediately
- Students must take full notice of the transport company rules and regulations, particularly when vehicles are moving
- Overnight accommodation varies greatly. On arrival at a base, students should familiarise themselves with the location of staff rooms and arrangements for the following:
 - emergency evacuation
 - cleaning and disposing of litter
 - areas out of bounds
 - permission to leave the premises
 - visiting each other's rooms
- All members of the party must respect, and be considerate to, others; this is particularly important regarding noise and tidiness
- Students must not leave the party or the accommodation without the knowledge of a member of staff
- There will be occasions when students are allowed free time whilst away from the accommodation. On these occasions students must:
 - Remain in groups of no less than 3 and avoid congregating in large groups as to others, this may appear confrontational
 - Make themselves aware of the location of supervising staff
- During free time when purchasing souvenirs, students must:
 - Under no circumstances purchase tobacco, alcohol, abusive substances or any goods which contravene British Import Regulations (details will be given by accompanying staff)
 - Remember if abroad, that purchasing laws may not be the same as in England
 - Only buy from shops or authorised traders – never buy from, or be tempted by a 'man in the street'. If approached, students should say 'no' and walk away. Any concerns should be reported to a member of staff.
- Be aware of any potential pickpocketing threat
- Any involvement with any type of drug (including alcohol and tobacco) is totally forbidden and will have serious consequences



EXPECTATIONS OF STUDENTS TAKING PART IN A SCHOOL TRIP PARENTAL/STUDENT AGREEMENT

Trip:		Date:	
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Student Name:		Tutor Group:	
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PARENT/CARER AGREEMENT

As the parent/carer of the above named student, I confirm I have read and understood the expectations of students taking part in a school trip stated overleaf.

Parent/Carer Name:		Date:	
Parent/Carer Signature:			

STUDENT AGREEMENT

As the above named student, I confirm I have read and understood the expectations of students taking part in a school trip stated overleaf.

Student Signature:		Date:	
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