

## **Code of Conduct for Junior Students on School Activities, off site trips and in Junior Residential accommodation.**

It is usual for ETC International College students to behave in a responsible and co-operative manner during school trips. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. It is expected that parents will discuss this code of conduct with their sons and / daughters so that they fully understand the implications before arriving in the UK.

### **For all visits**

1. Students remain under the jurisdiction of the School during the visit and must follow the instructions of the Activities Organiser and any other staff with responsibility during the visit.
2. Punctuality and politeness from students will be insisted upon at all times during the visit.
3. There will always be at least one member of staff on duty to every ten / fifteen students during a visit. Students must know where and how staff can be easily contacted. This will apply to all parts of the visit including the journey, free time and during the night (prearranged group bookings only).
4. Students remain responsible for their belongings and valuables whilst on visits. Staff will usually make arrangements for the safe keeping of passports and may make arrangements to help students safeguard other valuables.
5. Students will not be allowed to smoke, or to purchase cigarettes during any part of the visit.
6. On the visit, students must never possess, use or purchase drugs defined as illegal under English Law.
7. Students will not be allowed to drink, or to purchase alcohol, during any part of the visit.
8. Students should never deliberately put themselves at risk; however they must also know what to do in the event of an emergency and will be made aware of the school Emergency telephone number (07966 380973).
9. At all indoor venues, students must always be considerate of all guests / staff and should not do anything to inconvenience them.

### **Residential Students**

10. Whatever the age of students, a clearly stated curfew and a time to be in the student's own bedroom will be given. Lights out and silence will be insisted on at a given time. Students will not be allowed into rooms of other students.
11. No student will be allowed out of the residential venue on his / her own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.
12. Any damage caused by students will be the financial responsibility of parents. In an 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.

**Please note that further rules of conduct may apply on specific trips and any supervising member of staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.**