

Name of Visit	
Date:	
Name of Teacher in charge:	
Signature:	Date:

CODE OF CONDUCT FOR EDUCATIONAL VISITS

1. The code of conduct which must be adhered to by all pupils taking part in educational visits organised by or on behalf of City of London School for Girls is set out below. Acceptance of participation in a school visit implies acceptance by both parents and pupil of the code of conduct as a basic condition of the contract for the visit.
2. Normal school rules apply for the duration of the visit except as amended below. These will be interpreted sensibly in the light of the particular activity and local conditions. In particular the school's total ban on misuse of drugs will be strongly applied at all times. Behaviour must always reflect the high standards demanded at the City of London School for Girls.
3. Standards of dress must be appropriate to the activity and occasion. Specific guidelines on clothing and the standard of dress required for a particular visit will be issued by the staff organiser if necessary. Pupils should note that the standards of dress expected in many countries abroad are more modest and more formal than those which are considered acceptable in the UK.
4. When staying in shared accommodation, including hotels, pupils must show consideration for other guests and must observe the rules laid down by their host.
5. The staff organiser must be aware of the girls' whereabouts. Girls may only leave the school party unaccompanied when they have been given permission to do so by a member of staff.
6. Normally, girls under 14 will not be allowed to leave the party, although this will be a matter of discretion for the staff organiser. Girls must never leave the party to go off alone and must keep in groups. The size of the group will be determined by the staff organiser. Girls must ensure that they are aware of how to contact a member of staff if necessary, the time when they must be back and the point where they are to meet the party. They must also inform a member of staff of where they are going and when they will return.
7. The laws, rules and traditions of foreign countries must be respected at all times.
8. Younger students under the age of 16 will not be permitted to consume alcohol under any circumstances. Students over the age of 16 who have written parental consent may be permitted to consume a moderate quantity of alcohol at the absolute discretion of the staff organiser of the visit. Under no circumstances will excessive drinking or abuse of these guidelines be tolerated.

9. Parents are required to accept responsibility for any damage or costs incurred by their daughter due to her conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School as a result of her actions, must be met by the pupil's parents in the event that they are not covered by insurance.

10. A serious breach of the code of conduct or of the normal rules of acceptable behaviour may result in the pupil being repatriated or returned home at the expense of her parents. The decision to repatriate or send home a pupil is at the discretion of the staff organiser or, where necessary, the senior member of staff accompanying the visit. There is no appeal against this decision.

Declaration

I undertake, by my good conduct and sense of responsibility at all times, to be a worthy representative of my school. I have read the rules that apply to this visit and agree to abide by them.

I understand that prior permission from a member of staff must be obtained for any unaccompanied time spent away from the main party.

I understand (applicable to students of 16 years of age only) that written permission from my parents must be obtained in advance to allow me to consume a moderate quantity of alcohol. I accept that the discretion of the staff leaders is final.

I accept that the staff organisers' judgement is final in matters relating to discipline on the visit.

Signed (Parent) Date

Name (Please print)

Signed (Pupil) Date

Name (Please print)

For parents of girls over 16 only

I give permission for my daughter to consume a moderate quantity of alcohol at the absolute discretion of the staff organiser of the visit.

Signed (Parent) Date

Name of Girl