

International Trip & Activities Code of Conduct

The code of conduct must be followed by all students participating in trips organised by, or on behalf of, the International School. A student's participation in a college trip is strictly conditional upon the understanding and acceptance of the College Code of Conduct by all relevant parties, including the student, their parents/guardians, their appointed agent (if applicable), and their homestay host. This acceptance is regarded as a mandatory, basic condition of the trip contract. These rules will apply for the duration of the trip. Minor discipline issues will be dealt with by the group leader during the trip, but irrespective of this, all offences will be reported back to the college and recorded on ProMonitor.

Each student should:

- Cooperate fully with group leaders at all times, this includes listening to and following instructions;
- Be punctual and polite at all times;
- **Wear a seat belt at all times on the coach/vehicle;**
- **Must remain seated on the vehicle and not get up during the journey to walk around;**
- **Not play loud music through speakers; on phones or other devices. Listening to music is permitted through the use of headphones only;**
- Dress appropriately for the activity and occasion, paying close attention to footwear;
- Be responsible for your belongings and valuables whilst on trips;
- If allowed 'free' time, be in groups of not less than three people;
- Always return to the meeting point at the agreed time;
- Be considerate of others at all times and avoid behaviour that might inconvenience or annoy others;
- Not shout or otherwise behave in a way that may distract the driver;
- Respect all requests and requirements made by staff and accompanying adults;

- Remember that they are representing the College so must behave in a mature way and in a manner that is a credit to themselves; the group and the College;
- Accept that a full written report of any misconduct may be forwarded to their parents or agents and the College Principal;
- Not purchase or consume alcohol, tobacco products (including vaping) or recreational drugs at any time during the trip;
- Understand that their parents are required to accept responsibility for any damage or costs incurred by them and any claims made by a third party against them or the college as a result of these actions must be met by their parents in the event that they are not covered by insurance;
- Accept that failure to follow the above rules will directly result in sanctions decided by the International School;
- Understand that, if in doubt on any matter, they should ask staff.

Sanctions for unacceptable behaviour during college trips & activities

This is not an exhaustive list and sanctions will be applied depending on the severity of your behaviour

- a reprimand and verbal warning
- a letter to parents and agents
- exclusion from the next trip/activity
- exclusion from all trips/activities
- exclusion from college (in the most serious cases)