



Newport Church of England Junior School

Avenue Road, Newport, Shropshire, TF10 7EA

Tel: 01952 386600 Email: a3082@telford.gov.uk

Residential Code of Conduct

Dear Parents / Carers

The London visit has been arranged as an important part of your child's education. To ensure that they gain the maximum value possible from the visit it is necessary to clarify certain 'rules' before the trip. It is necessary that you and your child acknowledge and accept these conditions and that your child maintains high standards of behaviour at all times.

The following rules are in addition to any specific establishment regulations which will be outlined to your child by the hotel management upon arrival at The Royal National Hotel.

Discipline

It is important that you follow the staff's instructions at all times and that you understand that you are representing the school both in the hotel and when travelling in and around London.

By signing this Code of Conduct you are agreeing to the following:

1. I will follow the rules and guidance provided by the members of staff and the tour guide while on the London visit.
2. I will only leave the hotel with the whole group in the company of a member of staff or as instructed by a member of staff.
3. I understand that mobile phones are not allowed on the trip.

General Expectations

For the visit to be both beneficial and enjoyable for all, you are expected to:

1. Behave responsibly and show consideration for others, including fellow pupils, staff and members of the public
2. Comply with instructions given by teachers and centre staff
3. Look after your own possessions and anything you borrow
4. Keep all facilities clean, tidy and undamaged
5. Abide by any rules and regulations of the places we visit
6. In the event of an emergency, follow emergency procedure instructions
7. Inform a member of staff if you have any concerns about safety or security
8. Report any damaged or unsafe equipment
9. Be punctual at all times, for meals and meetings, etc
10. Behave quietly and sensibly in the hotel to avoid inconvenience to other hotel guests, other pupils or staff.

On the coach

You are expected to:

1. Remain in your seat, unless given permission to do otherwise
2. Wear your seat belt
3. Put litter in bags/bins provided
4. Be mindful of the level of noise as not to distract the driver by shouting
5. If you being to feel travel sick, inform a member of staff
6. When disembarking, be aware of traffic movement and directions

Sanctions

Any pupil who is found or considered to have broken any of these rules or who has behaved in any other unacceptable manner will be subject to one or more of the following sanctions:

1. Isolation/close supervision for a period of time during the trip
2. Isolation from other pupils for the duration of the trip
3. Parents/carers will be contacted in the event of misconduct or persistent misbehaviour and if this continues my parents/carers may be contacted and asked to collect me.
4. Temporary or permanent ban from future school visits, including educational visits.

School Staff have a particular responsibility to students of all ages to act in loco parentis.

Declaration

Please study the above carefully before signing the slip below and return to:

Mr Rotherham

Deputy Headteacher

My child and I have read and understand the **Code of Conduct** for the London residential taking place from Wednesday 17th June to Friday 19th June and **accept the rules and regulations set out.**

Signed (Parent/Carer):

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Please Print Your Name:

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Signed (Pupil):

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Please Print Your Name:

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Date:

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