

CODE OF CONDUCT FOR STUDENTS ON HIGH WYCOMBE MUSIC CENTRE TOUR TO ALSACE AND THE  
BLACK FOREST – July 2010

It is usual for students to behave in a responsible and co-operative manner during a Music Service visit. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. We hope parents will discuss this code of conduct with their son/daughter so that they can fully understand the implications before signing the agreement.

1. Students remain under the jurisdiction of the Tour Leader during the visit and must follow the instructions of the Leader and all staff 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 during a visit/journey/event. 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.
4. Students remain responsible for their belongings and valuables whilst on visits. Staff may make arrangements for the safekeeping of passports and other valuables.
5. Students will not be allowed to smoke, or to purchase any tobacco product, during any part of the visit.
6. Students under the age of 18 will not be allowed to drink, or to purchase, alcohol on any part of the visit. Alcohol may only be consumed by those members of the party over the age of 18 at the time of travel. Identity cards will be distributed to over-18s and the Hostel will only serve alcohol to an over-18 bearing an identity card. Members over 18 are expected to behave sensibly with regard to alcohol consumption and on account purchase alcoholic drinks on behalf of younger members of the party.
7. The taking or purchasing of prohibited drugs or any other harmful substance is strictly forbidden.
8. Students should never deliberately put themselves at risk; however they must also know what to do in the event of an emergency. They should know how to contact staff during any periods of time when they are indirectly supervised and must follow the given instructions for emergency procedures.
9. At all residential venues students must always be considerate of all guests/staff and should not do anything to inconvenience them. Students will be expected to maintain their room in a reasonable state and to leave it an acceptable condition.
10. Whatever the age of students, a clearly stated curfew will be given, and a time to be in the student's own bedroom will be given. Lights out and silence will be insisted upon at a given time. It must be understood that staff must be able to trust students to remain in their own rooms when instructed to do so. Students will not be allowed into the rooms of other guests (and vice versa).
11. No student will be allowed out of the residential venue on their own. If free time is allowed during the stay, students must be in a group of at least three to ensure student safety.
12. Any damage incurred by students will be the financial responsibility of parents. In an extreme case of misbehaviour, parents will be contacted. If this results in the student being sent home, parents will be required to bear the extra expense and to arrange an escort is 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.**

I have read and understood this Code of Conduct. I acknowledge the need for sensible behaviour on school visits and agree to abide by the rules. I understand that breaching this code risks my chances of involvement in future visits.

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_