

## **RULES FOR ALL STUDENTS ON VISITS**

***While you are on a visit you are representing the college. It is important for everyone's enjoyment that some ground-rules are agreed. These ground-rules are listed below. These copies will be kept by the group leader and taken on residential. They can be referred to in case of any disagreement over suitable behaviour.***

***The following are a set of rules and regulations that all students must abide by whilst representing the college during their residential. All deviations from these rules will be noted.***

### **TRAVELLING**

- *Students will be required to show their passports and EHIC's (European Health Insurance Card prior to the departure of the coach from college.*
- *Choices of music on the coach must be by mutual agreement between staff, students and the coach driver.*
- *Do not talk to the coach driver whilst the vehicle is in motion.*
- *Drinking of alcohol is not allowed.*
- *There will be no irresponsible or inappropriate behaviour at any time.*
- *Always report to allotted member of staff.*
- *Mobile phone calls in public areas must be controlled and are not permitted on the coach except in emergencies and with permission. Text messaging is not restricted.*
- *Be on time, students late back to the coach risk being left behind.*

### **HOTEL**

- *Be courteous to all people at all times and follow all hotel rules.*
- *Remain in your own bedroom quietly between midnight and breakfast time. Do not run around in the corridors at any time, especially at night. Do not knock on other people's doors at night.*
- *Keep and leave rooms and public areas clean and tidy.*
- *Do not play the radio or TV loudly.*
- *Any room charges are at the students' own expense. Be aware that telephone charges can be expensive.*

### **MEALS**

- *Attend all meals punctually.*
- *Remember that different cultures have different ideas about food.*
- *Be courteous to all people at all times.*
- *Do not leave the restaurant during meal-times.*

### **SOCIAL ACTIVITIES (Day)**

- *Report to allocated member of staff at appointed times.*
- *Do not purchase or consume anything that is deemed illegal under UK or host country's laws.*

### **SOCIAL ACTIVITIES** (Evening)

- Attend all pre-arranged activities.
- Staff permission must be obtained to go out in the evening.
- Be in by curfew time
- Do not participate in the taking of drugs or excessive drinking, or anything that constitutes an illegal or 'stupid' activity.
- Students must not go out in the evening unaccompanied.
- If you are under 18, it is expected that no alcohol is consumed

### **VISITS/SEMINARS**

- Respect the rules and regulations of the location being visited.
- Arrive on time for seminars.
- Behave courteously during seminars.
- Follow the group and do not deviate from the tour.
- Do not touch anything unless you are told you may do so.

### **GENERAL RULES** (to apply at all times)

Students are expected to behave in a mature and sensible way at all times. In particular:

- Be appropriately dressed at all times
- Avoid excessive noise or disturbances
- Be courteous to all people at all times including students and staff.

The staff reserve the right to add to, or alter the above rules at any time.

### **FURTHER ADVICE**

- Travel sickness pills should be taken if you are prone to travel sickness.
- Take your own refreshments with you.
- Before leaving home, check you have packed everything. Remember to include suitable footwear for long walks and coats to keep you dry and warm.
- Ensure you have a relevant adaptor plug for any electrical equipment you take with you.
- Students may need to buy certain meals. Refer to the published itinerary and ensure you carry sufficient resources.
- Mobile phones are a good personal security aid. Ensure you give your contact number to accompanying staff.

I, \_\_\_\_\_ agree to abide by the rules set out above. I understand that if I break these rules it will lead to the final stage of disciplinary action where I will be seen by a senior manager. This may lead to one or more of the following:

- **The deposit fee paid by me being kept by the college.**
- **Suspension**
- **A record on my student records for future reference (e.g. UCAS or employment).**
- **Repayment of the cost of the trip and other costs.**

If you are under 18, your parents will be notified immediately if you break any of the above rules.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (block capitals) \_\_\_\_\_

Name of Personal Tutor \_\_\_\_\_