



## CODE OF CONDUCT FOR SCHOOL TRIPS

1. The code of conduct which must be adhered to by all pupils taking part in school trips organised by or on behalf of City of London School is set out below. Acceptance of participation on a school trip implies acceptance by both parents and pupil of the code of conduct as a basic condition of the contract for the trip.
2. Normal school rules apply for the duration of the trip 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 smoking and the misuse of drugs will be strongly applied at all times. Behaviour must always reflect the high standards demanded at the City of London School.
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 trip will be issued by the organiser if necessary.
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 member of staff in charge of the visit must be aware of the boys' whereabouts. Boys may only leave the school party unsupervised when they have been given permission to do so by a member of staff.

Normally, boys under 14 will not be allowed to leave the party, although this will be a matter of discretion for the member of staff in charge. Boys must never leave the party to go off alone and must keep in groups. The size of the group will be determined by the member of staff in charge of the trip. Boys 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 the member of staff of where they are going and when they will return.

6. The laws, rules and traditions of foreign countries must be observed at all times.
7. Boys under the age of 16 are not permitted to consume alcohol. Boys (aged 16 or over) are not allowed to consume alcohol until the evening meal. Written permission from the parents will be sought in advance by the organiser. Even then, permission to consume a moderate quantity of alcohol during the trip is at the discretion of the organiser or senior member of staff present and the privilege may be withdrawn at any time. Although wine or beer may be consumed under these circumstances, the consumption of spirits is forbidden. **Unsupervised drinking in e.g. hotel bedrooms or tents is not allowed.**

Any variation to these requirements must be specifically approved in writing by the Headmaster beforehand.

8. Parents are required to accept responsibility for any damage or costs incurred by their son due to his conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School as a result of his actions, must be met by the parents in the event that they are not covered by insurance.
9. 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 his parents. The decision to repatriate or send home a pupil is at the discretion of the trip organiser or, where necessary, the senior member of staff accompanying the trip. There is no appeal against this decision.

**D. R. Levin**  
**Headmaster**