



WESGREEN INTERNATIONAL SCHOOL

Policy: Behaviour During School Trips

Policy No. W006

1. Purpose

The intent of this policy is to outline the expectations of all students when on a trip organised by the school, whether it is in school time or outside the normal school hours.

2. Scope

This policy applies to all Wesgreen Students.

3. Policy

- 3.1.** All students must wear full school uniform whilst on school trips, unless otherwise informed by the teacher in charge.
- 3.2.** Any student turning up for a trip not in school uniform will not be allowed to take part.
- 3.3.** All students must be at the school at least 15 minutes before the time the trip is due to leave, if outside school hours.
- 3.4.** Personal stereo players, portable game players and other such equipment will not be allowed on the trip. Any student bringing these will have them confiscated and not returned until the end of the academic year.
- 3.5.** If going out of school by bus, students are expected to behave properly and in a manner which does not threaten the safety of the other passengers and which does not reflect poorly on the school.
- 3.6.** Any student misbehaving on the bus will be excluded from all further trips for that academic year and a letter will be sent home to parents explaining the same.
- 3.7.** At the destination, all students are expected to be attentive and well behaved.
- 3.8.** Unless specifically told otherwise, all students must remain with the whole group for the duration of the visit.
- 3.9.** Eating of sweets, chewing gum, or drinking fizzy drinks is not allowed on the bus or at the destination. If required to bring food it should be healthy and nutritious.
- 3.10.** The school will provide transport free of charge, however, if there is an entrance fee at the destination students are expected to pay the same.
- 3.11.** Individual students are responsible for any money they may have with them on the trip.
- 3.12.** Mobile telephones are not permitted at any time while on school business.
- 3.13.** Upon return to school, students are expected to return to class promptly if during the school day.
- 3.14.** If trips are outside school hours, arrangements must be made to be collected at the time given by the trip organiser. Those students who are collected late will be excluded from future trips.
- 3.15.** There may be work set as a follow up to the trip. Any student not completing that work satisfactorily will not be allowed on any further trips for that academic year.
- 3.16.** Staff in charge of the trip must be treated with respect at all times and their instructions followed precisely.
- 3.17.** Student must bring back a signed letter by parents to join the trip. Without a signed note of permission the student will not be allowed to attend.