

ANGLO EUROPEAN SCHOOL – VISITS CODE OF CONDUCT

Visit Aims

The visits programme at Anglo European School is something we are incredibly proud of. In the delivery of our exchanges and residential visits, we aim to safely provide our students with engaging inter-cultural experiences that support our inclusive curriculum. Through participating in an exchange or a residential visit, our students are able to develop their independence, to grow their resilience and to further enhance their linguistic skills.

By adhering to these conditions ensures that participating students get the most out of the experience while allowing for our staff to deliver the visit in the safest way possible for all involved.

Please discuss this document and the terms conditions included with your child.

Within this document, we outline the expected conduct of students while on a visit including the Social Media and Phone policy and we also explain our Conditions of Payment. Should you have any questions regarding any of these policies, please contact the school to discuss in more detail.

When applying for a visit, you are applying for a child to visit a foreign country. The school has the right to allocate the specific destination for your child and this is determined based on a number of factors such as the numbers of students visiting from the partner school, the gender balance from both schools and the friendship groups within our school. The decision of the school is final in this regard.

Visits Code of Conduct

On all educational visits, students must agree to abide by this Code of Conduct.

Students will:

- Follow the instructions of staff and supervising adults without delay
- Take responsibility for their actions and do nothing to endanger themselves or others
- Report all accidents or damage to the Party Leader or a member of staff
- Where requested - wear school uniform or other suitable clothing as directed by the Party Leader
- Show respect and act with courtesy towards others, including the general public
- Treat the environment and the property you are staying in with respect
- Act as ambassadors for their school and upholds its values.

Students will not:

- Smoke, vape, consume alcohol or take illegal substances
- Use inappropriate language
- Leave their group and go off on their own
- Take part in any activity that is not authorised by the Party Leader or the adult in charge of them
- Drop litter or do anything that might damage the environment
- Use mobile phones unless specific permission is given by the Party Leader

When using transport all students will:

- Stay seated and face forward wearing seatbelts where provided
- Follow instructions for the safe embarkation and disembarkation from the transport

- Ensure that bags are safely stored and not blocking emergency exits or walkways
- Not eat or drink on the transport without permission of the Party Leader
- Clear any litter at the end of the journey

When a student is on an educational visit, the student is representing the school and themselves. Therefore, they must do nothing that will bring the school or themselves into disrepute. The school reserves the right to send home any student who does not comply with this Code of Conduct. Parents will be responsible for collecting their child should this occur, any additional costs of travel and no refund of any money will be given.

CONDITIONS OF PAYMENT

In order to avoid any misunderstanding, we wish to draw your attention to the following conditions governing payments and possible refunds.

All payments are to be made via the ParentPay system. Please contact the Finance Team regarding any issues with the ParentPay system.

1. For each visit, parents/carers are provided with a ParentPay payment schedule that is set to:
 - a) provide sufficient notice of when payments are required.
 - b) ensure school has collected enough payments in advance of paying travel company invoices and for excursions.

It is essential that parents/carers adhere to these payment schedules so the visit can go ahead. If payments are falling significantly behind the schedule, the school reserves the right to withdraw the student from the visit unless exceptional circumstances apply. Please discuss this in confidence with the Finance Team if you are having difficulty meeting the schedule.

2. Deposits are non-refundable once a place has been confirmed by the school. If withdrawal is on the grounds of a medical condition diagnosed after confirmation, a refund (less administration costs) may be obtained from the Insurance company on production of a satisfactory medical certificate.
3. Please note that due to changes in the Insurance company's Terms and Conditions, if the visit is cancelled and/or your child cannot go on the visit due to a Covid-related issue whether it be a national or regional issue or whether your child has Covid or has to self-isolate, we cannot guarantee a refund of the monies paid.
4. The school reserves the right to withdraw the participation of any student either prior to or during the visit whose behaviour becomes unacceptable as a member of the group as a result of: serious deterioration in work, attendance, punctuality or conduct. When the insurance cover is not applicable, monies may only be returned at the discretion of the Headteacher. In this respect, the Headteacher's decision is final.
5. The Party Leader has full discretion to repatriate a member of the group for serious disciplinary reasons. Any additional expenses incurred in connection with this must be borne by the parents of the student and the parent will have to pick the student up from the host country or UK airport if they are able to travel unaccompanied.
6. In the event participation in a visit is cancelled for an unavoidable reason by the parent/guardian, they would be asked to pay a reasonable share of the cost of meeting all expenses and commitments where this is not covered by the deposit, nor by insurance.

7. Participation on any visit is conditional on full payment being made prior to the departure.

Use of Social Media and Mobile Phones on all Visits

Any posting of inappropriate comments / pictures on social media, messaging apps or texting that brings the school/students into disrepute is a serious matter and will be severely sanctioned by the school.

Use of Social Media

Parents should be aware that social media apps have age restrictions on use e.g. Facebook, Snapchat and Instagram are 13yrs old and Whatsapp is 16 years old

We ask that while on an exchange or residential visit, students limit their time on social media apps as checked by the Party Leader.

When taking part in an Exchange, please consider carefully how to initiate and maintain contact with your child's partner and their family before meeting.

- Make contact on e-mail/message/text first and agree the best form of communication going forward.
- **We do not advise contact through social media at any point before meeting** as often the content of social media can be misinterpreted. However, if you choose to allow this, please ensure that if social media is being used to contact your partner, after the initial message, there are no inappropriate photos or messages that your partner would be able to see that might worry or unnerve them. Please also bear in mind that some families may look at the parents' social media accounts if they are 'public'.
- Ensure that appropriate language and images are used in any written or photographic messages exchanged/posted. If you have any concerns, please raise them immediately with the Party Leader of the visit and/or the International Office at school.

Mobile Phones

The use of mobile phones on school residential visits are subject to the same rules that apply when in school. Students participating in school visits that involve a residential element, apart from in Y7, are allowed to take mobile phones with them. This is to support the health, safety and welfare of our students.

Students should follow the code of conduct as outlined below:

- Ensure phone use is kept to an absolute minimum and does not interfere with social communication and your ability to listen to each other and staff.
- It is an expectation that during school hours phones are away, switched off and out of sight unless for being used educational purposes.
- Where applicable - phones must not be used in the company of the host family or in the host school, since this can be considered rude and a barrier to communication and good relationships.
- For field study visits - mobile phone use is restricted to the student's dormitory or bedroom. ALL other instructions in this Code of Conduct apply to field visits.
- In the event of an emergency, students **MUST** contact the member of staff on the visit in the first instance and details are not to be communicated/posted on social media.
- If mobile phones are misused on a visit or if they are used without permission during programmed activities when under the supervision of AES staff, they will be confiscated for a period determined by the Party Leader.
- Parents, carers and relatives are asked to refrain from initiating calls and texts during the school day, since part of the purpose of a visit is to develop independence.

- Parents should advise their child that using mobile phones for messages and accessing the internet whilst abroad can be costly. Please check the details of your contract for making calls abroad/ roaming/ use of data before giving students free reign.
- Phones may be used at appropriate times to take photos during day excursions at the teacher's direction. Any images of other students will require that student's permission prior to posting on social media sites and students must not be tagged.
- The school mobile phone number held by the Party Leader during the visit is only to be used in emergencies. Parents should contact the school office during working hours for non-emergencies.
- Students are not allowed to take mobile phones to Ebbingham in Year 7 where they are not in families and remain under close supervision at all times.
- Any confiscated items will be returned directly to a parent at the end of the visit. The school can take no responsibility for lost, confiscated or stolen mobile phones.
- Parents should be aware that there is a single item limit on insurance claims for lost, stolen or damaged phones that may not cover the total cost to replace/repair the phone. Damage to phones must be reported to the Party Leader at the time of the incident occurring and insurance claims must be reported in a timely fashion.