



AHS CODE OF CONDUCT FOR STUDENTS ON LANGUAGE EXCHANGE VISITS

It is usual for AHS students to behave in a responsible and cooperative manner during school visits. 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 child so that they fully understand the implications before signing the agreement.

Language exchanges with our partner schools in France, Germany, Spain and elsewhere represent an amazing opportunity for our students to put into practice what they learn in language lessons. The freedom and independence that these trips offer are, of course, one of the main reasons why students opt to take part and we feel that students do gain enormously from the experience.

However, with this freedom and experience comes responsibility. It is important that students are aware of, and obey the laws of the country that they are in, as well as respecting the local culture and traditions. The teachers who accompany our exchanges want the students to have a good time but also to be safe. Much of this code of conduct is based upon trust; the students do spend a lot of time away from the teachers and must therefore behave accordingly. Students remain under the jurisdiction of the school during the visit and must follow the instructions of the Trip Leader and all staff with responsibility during the visit.

1. Punctuality and politeness from students will be insisted upon at all times during the visit. During Exchange Visits there will always be at least one member of staff on duty, it is particularly important that students know how to contact a member of staff and that they do so as soon as possible if a problem arises. This will apply to all parts of the visit including the journey, free time and during the night.
2. Students remain responsible for their belongings and valuables whilst on visits. Staff will usually make arrangements for the safekeeping of passports and may make arrangements to help students safeguard other valuables.
3. During any part of the visit, students will not be allowed to smoke, vape, or to purchase cigarettes, drink or purchase alcohol or partake in any illicit substances.
4. 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.
5. No student will be allowed out on their own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.
6. If students have any issues or worries that need addressing during a trip they should speak to the trip leader in the first instance as they will be best placed to address any concerns. If the concern is significant enough to alert parents, the trip leader will arrange for a phone call home to be made.

Please note that further rules of conduct may apply on specific parts of the exchange and any supervising member 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.

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 a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.

Any student who breaches the code of conduct not only risks her own place on school visits but also threatens the future organising of visits in the school.

The Headmistress is particularly anxious to ensure that parents realise that the organisation and supervision of all residential visits is undertaken by staff on a voluntary basis, with staff often giving up their weekends, evenings and time with their own families to facilitate the trip; she hopes parents will discuss with their children ways in which they can show appreciation.

If you would like to discuss any aspect of trips and visits your child may make, please do not hesitate to email the school's Education Visits Coordinator(trips@ahs.bucks.sch.uk).