

Code Of Conduct

Berlin Trip

Name: _____

Tutor Group: _____



There will be times where staff will be showering/getting changed/ sleeping at night, so we cannot actively supervise the students at all times – hence the need for a collective Code of Conduct to ensure that students are aware of how to behave.

Hotel:

- On arrival, check your room for any damage and report to a member of staff, so that you are not blamed for them.
- Use communal areas for socialising and NOT in each other's rooms.
- Find out the location of the nearest members of staff so you know where to go in case of any problems at night.
- Lock your room in the morning.
- DO NOT lock your door at any time when someone is in the room.
- Stay in your own rooms at night (Ms Wilkinson will tell you a time to be in your rooms by), unless you need help / feel unwell and need to speak to a member of staff
- Meals:
 - Be prompt.
 - Go to the toilet before coming down.
 - One person to collect water and everyone else stay seated.
 - Wait for a member of staff to tell you to enter the dining room.
 - Wait for your table to be dismissed – YOU MUST clear your tables first.
 - No mobile phones/ game devices/ hats at the table –
 - There may be members of the public staying at the hotel / other schools so remember to behave appropriately and politely at all times.

General rules:

- **Instructions** by Teachers / Course Leaders must be **obeyed** without delay at all times.
- **SMOKING** is not allowed.
- **ALCOHOL** is not allowed to be purchased or consumed.
- **PUNCTUALITY** is essential. Know the time and place to meet for coach etc.
- **Always stay on marked paths and obey staff instructions** about where you should be and things such as single-file walking. Berlin can be a dangerous place if students do not follow this rule.
- When walking in Berlin – follow instructions, look out for cars and cyclists on the other side of the road. Always stay in at least groups of three.

I agree to the above. If any of these rules are broken (and I am sure they will not!) and behaviour is deemed unacceptable and unsafe then the pupil could be sent home at the cost of the Parents/ Carers.

Pupil Signature:

Parent/Carer Signature:

Date: