



## **MAYFIELD GRAMMAR SCHOOL, GRAVESEND**

### **CODE OF CONDUCT FOR STUDENTS ON ALL ONE DAY SCHOOL VISITS IN THE UK (this agreement lasts for the duration of your daughter education at MGSG)**

Students must remember that they represent the school whenever they are in public. If they are pleasant, quiet and courteous, people will think well of them and the school. If they are noisy, rude, or get in people's way, they will show themselves in a bad light and give the school a poor reputation.

Students should wear the correct Sixth Form uniform unless otherwise stated. If students are not required to wear school uniform 'appropriate clothing' is required. No skimpy/strappy tops, very short skirts etc. as it may attract undue attention to both the individual and the wider group. It is the trip leader who will decide what is appropriate and inappropriately dressed students will not be allowed to go on the trip.

At no time will students be allowed to leave the group to be on their own.

If they are given free time, they must always return to the meeting place promptly and register with the leader. They must never be late.

Students must always be aware of traffic and take particular care when crossing the road, especially when in a group.

Students must never drop or leave litter. They should keep it until they find a bin.

Students must not chew gum, smoke, drink alcohol or take banned substances.

Students must be aware that vandalism or shoplifting would have very serious consequences for themselves, their parents, and the school.

Students must always remain seated on coaches and minibuses whilst travelling and must not move from their seats until told to do so by a member of staff and must always wear their seat belts. Students must adhere to coach company policy.

Students are responsible for their own property on all visits and journeys and must ensure that their property is marked in an appropriate manner with their name/postcode.

Students must always respond to staff instructions appropriately and adhere to the regulations set up for specific trips.

Valuables will not be the responsibility of the school. If mobile phones are brought, they will only be used with staff approval, in accordance with the school e-mail/internet policy. I-pods etc brought on curriculum trips can only be used in free time as directed by staff.

We reserve the right to withdraw your daughter/son from a school trip if he/she is involved in any serious breach of discipline at any time prior to the departure of the trip. Please note that in such a situation the deposit would not be refunded.

**Code of Conduct**  
**MAYFIELD GRAMMAR SCHOOL GRAVESEND**  
**Please complete and RETURN this form with your parent pack**

<b>Student Name</b> ..... (In block capitals)
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**For the Parent**

I understand my daughter/son must comply with the School's Code of Conduct. In the event of my child requiring emergency treatment and the Headteacher (or her representative) being unable to contact me, I give consent for the accompanying member of staff to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the wellbeing of my child.

Medical information we should be aware of for this trip:

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Emergency telephone number(s): .....

Parental/Guardian name: (block letters) .....

Parental/Guardian signature: .....

**Permission to attend:** *Please note if parents are no longer living in the same family home and/or are estranged we will require signatures from both parents. Please ask your daughter to request a second letter or pass this slip to the other parent whichever is more convenient, please tick box below to indicate if this is appropriate:*

Other parental/guardian signature (if appropriate):

.....

or

Please send 2<sup>nd</sup> letter to: (Name & email or indicate below how we should act)

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**For the Student**

I agree to abide by the Code of Conduct on all trips and educational visits and understand that appropriate sanctions will be taken if I break this agreement.

Signed: ..... Date: .....

