



CODE OF CONDUCT FOR STUDENTS ON LANGUAGE EXCHANGE VISITS

It is usual for our students to behave in a responsible and cooperative manner during school visits.

However, to avoid any misunderstanding, we believe it is vital for parents/carers and students to be aware of the behaviour and conduct we expect. We hope parents/carers will discuss this code of conduct with their child(ren) so they fully understand the implications before signing the agreement.

Language exchanges with our partner schools primarily in France, Germany, Spain and occasionally other countries represent an amazing opportunity for our students to put into practise what they learn across the languages curriculum. Many of these visits are run in collaboration with Aylesbury High School, meaning our students will also be working and interacting with a range of responsible adults and fellow students for the duration of the visit.

The freedom and independence that these trips offer are of course one of the main reasons why students opt to take part and we know that they do gain enormously from the experience. However, with this freedom 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 cultures and traditions. The staff who accompany our exchange visits want the students to find enjoyment, but also to be safe at all times.

Much of this code of conduct is based upon trust; the students do spend a lot of time away from the school staff, often hosted in partner school students' homes and must therefore behave accordingly. Students remain under the jurisdiction of the school during the visit and must follow the instructions of the Party Leader and all staff with responsibility at all times;

1. Punctuality and politeness from students will be insisted upon at all times during the visit.
2. For the duration of each visit 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.
3. 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.
4. Students will not be allowed to smoke/vape, or to purchase cigarettes/vape pens or any similar or related products, during any part of the visit.
5. Students will not be allowed to drink or to purchase alcohol during any part of the visit.
6. 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.
7. 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.

Please note that further expectations of conduct may apply on specific parts of the exchange and any supervising member of staff will expect their instructions to be followed. Where this is the case, these expectations will be made clear to students, staff and parents/carers where necessary.

Any damage incurred by students will be the financial responsibility of parents/carers. In an extreme case of misbehaviour, parents/carers will be contacted. If this results in a student being sent home, parents/carers

will be required to bear the extra expense and to arrange an escort, if necessary.

If a student is extremely homesick and parents/carers request they return, this will be arranged at the parents/carers expense.

Any student who breaches the code of conduct is risking their own place on future school visits and could be issued with additional sanctions upon their return to school.

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I have read and understood this Code of Conduct. I understand that breaching this code is likely to incur sanctions upon return to school and is also likely to risk my chances of involvement in future school visits.

I accept the judgement of the school in this matter.

Name (Student): _____ Signed: _____

Date: _____

Name (Parent/Carer): _____ Signed: _____

Date: _____

Jan '26