

GROUND RULES for Residential Overseas Trips

Overseas trip to..... **Date of trip**

The general rules in force are those of the School and more generally UK Law. So that there is no doubt, pupils are not allowed to smoke tobacco or drink alcohol on this trip. Pupils are not permitted to buy such products as presents for third parties either. Possession of such forbidden materials implies consumption, with all the usual consequences of suspension pending further investigation. Whilst it is not anticipated, disciplinary sanction may result in pupils being sent home early from the School trip, this is at their expense.

Please bear in mind the following essential information which exists for your safety and welfare:

1. Please pay attention to all instructions, particularly meeting times to ensure that the party does not end up waiting for you.
2. No pupils should purchase alcohol or cigarettes from the Duty Free or any other Shop. Do not ask or expect adults to do this for you as presents on the way back.
3. Under no circumstances should any pupil be out on his/her own.
4. Asthma sufferers and those who carry an Epipen (Adrenaline Auto Injectors) must ensure they have their inhalers/epipen with them at all times. Pupils must not leave the accommodation without permission and reporting to a member of Claires Court staff.
5. PLEASE LOOK AFTER YOUR BELONGINGS: Please note that iPods, smartphones and the like, as well as mobile phones will not be covered by the School insurance.
6. After reporting to a member of staff, pupils should always be in groups of two or more whilst out in the resort during such designated free time (such as museums, shopping centres etc).
7. No boys should visit girls' rooms or vice-versa.
8. Pupils are forbidden to leave their hotel rooms after the teacher in charge has completed a final nightly check.
9. It is courteous to observe a guillotine for noise at 10 pm. Please observe this as other guests may want to sleep at that time.
10. Please note that in severe cases of misbehaviour, you may be sent home early at your own expense.
11. **PROHIBITION 1:** Pupils are not permitted to carry, hold, purchase or use alcohol or cigarettes.
12. **PROHIBITION 2:** Pupils are not permitted to carry, hold, purchase or use Knives, Blades, Nun-chucks or other weapons, Fireworks or other items of a similar dangerous nature, which could hurt or harm.
13. **SUSPENSION:** If these items are found to have been purchased, the purchase will be subject to confiscation and the culprit suspended on return to school. Anyone caught smoking or drinking in their rooms will be suspended from School for two days on return from the trip, pending further enquiries and meeting with parents.

PLEASE NOTE:

Bedrooms must be left clean and tidy each day prior to leaving for excursions. Public areas of the hotel are for the enjoyment of everyone and should be respected and kept free from litter.

Please respect these rules. Consideration for others is the key and helps to ensure that everyone has the opportunity of enjoying their holiday to the full.

I declare that I will adhere to these rules and understand the consequences when in breach of these rules:

.....
Print name

.....
Pupil's signature

.....
Date