

Appendix 4

Bassingbourn Village College

Student Code of Conduct

Name _____ Tutor Group _____

I agree to:

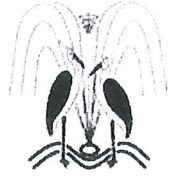
- ◆ Observe normal school rules.
- ◆ Co-operate fully with staff at all times.
- ◆ Participate fully in all activities during the visit.
- ◆ Be punctual at all times.
- ◆ Not leave the group without permission.
- ◆ Always return to meeting points at agreed times.
- ◆ If granted indirectly supervised time, be in groups of not less than four people.
- ◆ Avoid behaviour that might inconvenience others.
- ◆ Be considerate to others at all times.
- ◆ Respect all requests and requirements made by staff.
- ◆ Behave at all times in a manner that reflects favourably on the group and Bassingbourn Village College.
- ◆ Abide by the laws, rules and regulations of the country and places visited.
- ◆ Not purchase or consume alcohol and tobacco products or purchase dangerous articles such as explosives and knives.
- ◆ If in doubt on any matter, consult with staff.
- ◆ Accept that a full written report of any misconduct will be forwarded to the Principal and to my parents and may result in my being sent home from the trip. The cost of which may be passed on to my parents

Signed _____ (Student) Date _____

Signed _____ (Parent) Date _____

Appendix 5a

Bassingbourn Village College - SCHOOL VISITS PARENTAL CONSENT FORM



A visit to:

Date(s).....

I wish my son/daughter Tutor group.....
to be allowed to take part in the above-mentioned school visit and having read the information sheet, agree to his/her taking part in any, or all, of the activities described.

I understand that, while the school staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage, or injury suffered by my son/daughter arising during, or out of, the school journey.

* My son/daughter suffers from the following medical conditions or allergies.

.....
(Please enclose a letter giving details of the complaint and its treatment if the circumstances or length of the visit would seem to necessitate it).

My son/daughter has the following special diet requirements

.....
I consent to any emergency medical treatment necessary, including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil during the course of the visit.

I give my consent for BVC staff accompanying the party to administer the following over-the-counter medicines to my son/daughter where appropriate:

- Kwells or similar for travel sickness
- Piriton or Clarityn for allergic reactions (bites, hay fever etc.)
- Paracetamol or Ibuprofen for pain relief
- Salbutamol inhaler for asthma
- Rennie tablets for indigestion
- Cold spray or Ralgex or ice pack for bumps and sprains
- Anthisan cream for insect stings
- Alcohol free wipes and/or plasters for minor cuts

I understand that monies paid towards the trip are not refundable if my child withdraws from the trip, unless this is for an insurable risk. I understand and accept that if my child is sent home early from the visit because of a breach of discipline, I will be required to meet the costs. I further understand that during the visit my child will not necessarily be under the continuous direct supervision and control of a teacher for the whole of the time.

Signature of parent Date

Personal details

Name of Student Students Mobile Number

Date of birth Age Tutor group

Address

..... Post code

Email address

Name of next of kin

Contact no. 1 : Home Work Mobile

Contact no. 2 : Home Work Mobile

Name and address of participant's doctor/surgery

.....

..... Telephone number

Single parents will be presumed to have obtained the consent of either the absent parent or of the Court