



The Kings of Wessex Academy Residential Visit Code of Conduct 2017/18

The History Kip on a Ship Trip should be an educational and enjoyable trip. To help keep the memories happy ones, please take time to read the following. If there is anything you are unsure about, please ask a member of staff.

General Behaviour

- Help to promote the good name of The Kings of Wessex Academy – remember we are guests.
- Head counts will be frequent. Please co-operate and be patient
- When allocated to a member of KOW please report to them punctually and follow their every instruction.
- Always **be early** for all meetings / meals / deadlines.
- Enrichment activities / fieldwork is demanding, you will be required to eat at every meal.

SERIOUS BEHAVIOUR ISSUES

- The standards of behaviour are the same as when attending the Academy and any behavioural issues will be dealt with in accordance with the **Academy's ABC procedures, outlined in the Parent's A-Z.**
- **Do not buy, use/consume or be in possession of alcohol/ cigarettes/ drugs.** This is one of the most serious breaches of the rules and it will be dealt with using **Level 4.**
- **Do not buy or have any contact with knives, fireworks, ball-bearing guns or laser pens.** This is one of the most serious breaches of the rules and it will be dealt with using **Level 4.**
- Name calling to more serious **bullying** of others students.
- **Any breaches of health and safety**, putting themselves or others at risk.

Minibus / Coach Travel

- Know where the emergency exits are on coach.
- Stay seated and wear seat belts at all times when the vehicle is moving.
- Respect the decision of others to sleep on the coach e.g. No photos that require the flash to be used on the coach.
- Keep the coach clean and tidy. Use the rubbish sacks provided, do not eat chewing gum.
- Take special care crossing the road
- Know where staff are based at all times.

Free-time / locations

- **Students will be given free time but this must be within** the Imperial War Museum, HMS Belfast and service stations. Being late, even a few minutes, back from free time will lead to the removal of the privilege. **LEVEL 2**
- Make sure you are in groups of no less than 4 and no more than 6 when you are unsupervised. Make sure someone in your group has a watch and a phone if possible.
- If a member of your group has a problem, someone should stay with them, the others should get help.
- Look after each other and report any problems a friend may be having to a member of staff immediately.

Clothing / Possessions

- Always take care of your belongings – YOU are responsible for them.
- Respect the property of others.
- Remember to wear sensible clothes and shoes appropriate to the activities.

HMS Belfast

- Keep your sleeping area clean and tidy – there will be regular inspections. **LEVEL 1**
- Respect the lights out time and noise curfew – remember there could be other groups sharing the centre. You will be delighted to hear we'll be waking you up at 7:00am! **LEVEL 1-2 on the first occasion.**
- **Boys are not allowed in girl's rooms and vice versa. LEVEL 3 or 4**
- Know which rooms are occupied by staff.
- Know where the centre phone is and how to use it.
- Be ready for a fire drill – report to your designated member of staff.

We are asking for your support by signing the following agreement: **I am familiar with the Academy's Code of Conduct as outlined in the ABC and Parent's A-Z and agree that, should Academy rules be breached, the following procedure will be implemented by The Kings of Wessex Academy staff.**

Level 1: These are **MINOR incidents** and the student(s) will be reprimanded and warned.

Level 2: These are **REPEATED MINOR incidents** and the student(s) reprimanded will be warned and privileges removed for a set period.

Level 3: These are **SERIOUS incidents** and the student(s) will be reprimanded, parents contacted and student's future involvement in Academy activities will be questioned.

Level 4: This is a **MAJOR incident or REPEATED SERIOUS incidents**; the student(s) will need to be collected from the centre by a parent / responsible adult immediately. **Parents' are required to cover any resulting expense.**

Student Name:

Tutor Group:

Signed Parent: Date:

Signed Student: Date:

History Kip on a Ship Trip 6th – 7th November 2017

Trip Leader Miss Gemma White