

**NEW YORK CITY TRIP 2017**

BEHAVIOUR CONTRACT

**Mobile phones.** and other electrical equipment such as IPods may be brought, at your own risk. We will take no responsibility for any electrical equipment if it is lost, stolen or broken, it will be your responsibility to contact the insurance company. Mobiles should not be used when instructions are being given.

**Travel.** Everyone must wear a seatbelt at all times on the coach and as directed on the plane. Students will be allowed to shop/eat in groups in the airport but must ensure they are at meeting points at correct times.

**Alcohol/Smoking.** These are not permitted at any time during the trip.

**Excursions.**  Students MUST follow every instruction given by staff. They should show awareness when travelling around NYC and look after one another. Students should be at meeting points to start excursions in good time. Continual lateness will mean the removal of a pupil from an excursion without refund.

**Damage.** Any damage caused (which we’re positive won’t happen!) will result in school being billed, which we will have to forward to parents.

**Bedrooms**. Males and females will sleep in single-gender bedrooms. Males may not go into female’s bedrooms at any time, and vice-versa. This is extremely serious and is non-negotiable. Students will be in rooms for a limited time anyway, and there is a social area in the foyer of the hotel for mixed groups to meet.

**Evenings/around the hotel.**  Students must ensure that they respect the time when you are required to have their lights out, and be aware that there are other guests in the hotel. Under absolutely no circumstances should they leave the hotel without staff, day or night, (unless the fire alarm rings in which they should meet in the designated fire-point, which will be shown on arrival). Students should not leave their bedroom at night/open their bedroom door. They should use their bedroom phone to call a member of staff who will come to their bedroom immediately.

**Photographs.** Students should NOT take photographs of staff to upload onto social media without permission.

**Behaviour. We are confident that our students will behave safely and excellently whilst in NYC, understanding that risks/immature behaviour cannot happen in such a large city. However, it is important to note that**

* **We reserve every right to isolate any student that may not be behaving appropriately (for the safety of themselves/others), and remove them from any excursions without refund.**
* **There will be spare bedrooms attached to staff rooms which students will be moved into if their behaviour is inappropriate at night.**
* **If a situation is extreme, and a student cannot be in our care any longer, we reserve the right to fly the student home on the next available flight (accompanied by one member of staff), and charging parents for travel costs incurred. (We are confident that this will never happen, but it is important that we highlight that this is an option for us that will be taken if absolutely necessary).**

All of the above are for reference and we are confident that the consequences will never apply to your son/daughter, however we would still ask you to have a conversation about expectations of their behaviour, and support us in keeping your child safe on the trip. Please complete the slip below and return to school as directed. Many thanks for your support.

* I have had a behaviour expectation conversation with my son/daughter
* They and I acknowledge that they must behave safely, maturely and responsibly whilst in NYC, and follow every instruction given by staff.
* I acknowledge the rights reserved by school if my son/daughter does not behave in a positive way.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Carer) Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Pupil) Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Trip Leader) Date \_\_\_\_/\_\_\_\_/\_\_\_\_