

CODES OF CONDUCT

EDUCATIONAL VISITS AND JOURNEYS CODE OF CONDUCT

The school has a clear Code of Conduct for school visits based on the school's 'Behaviour for Learning Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential withdrawal of a student prior to, and during the visit if such conduct would have led to a fixed term exclusion from school. The school will state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

Students will:

- Follow the instructions of staff and supervising adults, without delay or argument
- Take responsibility for their actions and do nothing to endanger themselves or others
- Report all accidents or damage to the group leader or a member of staff
- Will wear school uniform or other suitable clothing (as required)
- Show respect and act with courtesy towards others, including the general public, in particular, the host country (if overseas)
- Be helpful, co-operative and considerate to others, including the general public.

Students will not:

- Smoke
- Consume alcohol
- Take illegal substances
- Act inappropriately that will endanger themselves or others
- Use inappropriate language
- Leave the group and go off on their own
- Take part in any activity which has not been authorised by their parents or group leader
- Drop litter or do anything that might damage the environment.

When using transport all students will:

- Stay seated and face forwards and do not speak to the driver while the vehicle is in motion
- Wear seat belts where provided
- Follow instructions for the safe embarkation and disembarkation from the vehicle
- Ensure that bags are safely stored and do not block emergency exits
- Not eat or drink on the vehicle without the permission of the group leader
- Clear any litter at the end of the journey.

When a student is on a school trip or visit, the student is representing the school and themselves. Therefore, they must do nothing that will bring the school or themselves into disrepute.

The school reserves the right to withdraw any student from a school trip or visit that does not comply with this Code of Conduct.

Parents will be responsible for any costs involved in transporting their child and accompanying member of staff and no refund of money will be given.

LEARNING RESOURCE CENTRE CODE OF CONDUCT

The Buckingham School Learning Resource Centre Code of Conduct is based on a simple procedure:

All members of the school community have the right to be treated with respect and to work in a clean, calm environment.

Students will:

- Show respect for others by working sensibly in the Learning Resource Centre and not disrupt the learning of others.
- Show respect and consideration for others by moving around the Learning Resource Centre quietly and carefully.
- Show respect for others by treating the books, equipment and furniture in the Learning Resource Centre carefully, as they are resources to be used by everyone.
- Show respect for all members of the Learning Resource Centre.
- Not eat or drink in the Learning Resource Centre because of the possible damage that could be caused to the stock.

LEARNING RESOURCE CENTRE RULES

To be a responsible member of the school community by following these simple rules:

- No chewing gum/food or drink (other than plain water at any time).
- Inappropriate language or behaviour is not acceptable and any occurrences will be registered on the school's behaviour database and you will be asked to leave immediately. Continual disruptions will result in a temporary or permanent ban and parents/carers will be notified.
- Be considerate to others working around you, keep the noise levels down.
- If you move chairs around, please be kind enough to move them back once you have finished.
- After viewing books, please return them to the right place on the bookshelf.
- Computer use is purely for school work, **NO GAME PLAYING PERMITTED**. If caught, it be noted and continuous abuse may result in internet restrictions being applied.
- When borrowing resources, they must be returned by the stipulated time (stamped in/on the resources) and any late returns or lost resources must be paid for.
- In the event of overdue loans, no further borrowing will be permitted until this situation is resolved.
- Only mobile devices provided by the LRC may be used. No other mobile devices are permitted.