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## - CODE OF CONDUCT AGREEMENT -

### Performing Arts \* Sports \* Science \* Culture \* Ski & Board

We understand that taking a party of students abroad is a sizeable responsibility and as teachers, we also know that you put the safety and security of your students first. The agreement below outlines some specific requirements of conduct that you may share with your students regarding expectations of group behaviour. Our resort destinations require this document to be agreed to and signed prior to travel, knowing that behavioural conduct issues are primary in your school setting and expecting them also to be primary when engaged in school travel.

1. **Students are expected to be under adult supervision at all times.** A member of staff should always be available and "on-call" to assist our hotel and activity partners with any problems that may arise from conduct. Please identify which member shall be on call nightly and notify the appropriate supplier contact.
2. In most circumstances, a Visions Ambassador has been provided for your group or resort area to assist and support in the day to day management of your tour. At no time, however, should this representative be left in charge of all or part of your group. Supervision of your party is the sole responsibility of the Party Leader and supporting adult members of the party. This includes times when children may not be able to participate in activities due to injury or illness.
3. All Party Leaders shall be respectful to hotel and resort staff and other guests utilizing the facilities. No foul language, physical demonstrations or poor attitudes shall be tolerated.
4. Tampering with a fire extinguisher or alarm system is a crime in most countries. Hotels reserve the right to impose sizeable penalties for tampering incidents.
5. If lodging in a hotel, occupants of each room will be independently responsible for all incidental bills inclusive of telephone calls, movies and room service items.
6. Please note that in most international hotels, lifeguards are not on duty. It is the school's responsibility to provide adequate supervision when enjoying swimming areas.
7. General curfew is 10:00 PM unless returning from an off-property event. General "no noise" curfew in rooms is 10:30 PM. This helps protect all interests of parties using hotels.
8. **Alcohol Use:** At no time should children consume or have alcohol in their possession without written consent from their legal parent or guardian.
  - a. **USA GROUPS:** The legal drinking age in the USA is 21 years of age. No alcoholic beverages are permitted for those under the legal drinking age. Please note that purchasing alcohol for minors under the age of 21 is also illegal and punishable under USA law.
  - b. **CANADIAN GROUPS:** The legal drinking age in Canada is 18 to 19 years of age and will depend upon the specific province. Please enquire with the hotel upon your arrival so you are aware of the laws governing the region.
9. There will be no rough housing, baseball, football or other games inside hotel properties.
10. Students should refrain from exploring areas of the hotel not intended for guest use including back-of-house areas, roofs, etc. Students should not be found in areas which are not defined as public areas or hallways and corridors where they do not have registered rooms.

11. At no time will **excessively loud** CDs, tapes, radios, musical instruments, singing or outdoor activities be permitted on the hotel premises.
12. There will be no gum chewing on any motorcoaches (transfer, long-haul or destination buses).
13. All groups are responsible for picking up their litter and placing it in approved receptacles. At no time should students leave their rubbish for others to clean up after them. This includes hotels, program venues, restaurant and entertainment facilities and other locations which the group utilizes. A litter patrol should be formed by the group to make certain that litter is picked up upon completion of an event/day and placed in appropriate receptacles. Upon departure, should there be any excess debris in guestrooms, an additional cleaning fee may apply.
14. Students will keep guestrooms in an appropriate standard so housekeeping personnel may enter and facilitate daily cleaning.
15. Party Leaders will check every student room on a daily basis to ensure standards are met.
16. All rooms are to be inspected by a tour leader and a representative of the property prior to departure to assess any damages or excess cleaning fees. If charges are deemed appropriate, full restitution will be made by the group prior to departure. Please allow sufficient time for execution of this responsibility. Properties may include payments constituting cost of material as well as labour expenses.
17. Party leaders should ensure that seat / lap belts where fitted are used at all times unless advised it is safe not to by a member of the flight crew or a coach driver.
18. **All tours will follow an identified 3-step process for serious behavioural issues:**

**Step 1:** Direct notification of Party Leaders. At this time the Visions Ambassador will complete an incident report and issue copies to the hotel, the Party Leaders and Visions Head Office.

**Step 2:** Notification of Party Leaders with intent of eviction. At this time the hotel management will place a telephone call to Visions Head Office to notify of potential eviction if the behaviour issue is not rectified. Visions Head Office will in turn notify school officials in the UK of the circumstances.

**Step 3:** Notification of Party Leaders of partial or full eviction from property. At this time some or all party members may be asked to leave the property. If this should occur, the travelling party will assume all financial obligations for said eviction inclusive of additional accommodation payments, forfeiture of booked accommodation payments, air flights, programming costs, transportation and other elements.

WE, Glebelands School,

**agree to the above Code of Conduct.**

[Signature]  
School Party Leader

11/11/13  
Date

O. TRAVERTON-JAWES.  
Printed Name