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Headteacher Dr Roger Harris

20 October 2022

Dear Parents & Carers

### **Trip to Aachen December 2022**

I would like to confirm details regarding passports, medical information and expectations during the trip. Please follow the link below where you can provide the information required, to be completed by Sunday 30 October.

[Aachen travel document-medical information](#)

Please also complete and return the code of conduct below by Friday 4 November (your child/ward can bring it to their next lesson).

Thank you for your on-going support for this trip.

Yours faithfully

Ms I Havunen  
Teacher of MFL

## Code of Conduct

### Trip to Aachen December 2022

The code of conduct is designed to help you understand what is expected of you when you take part in our forthcoming visit to Germany.

Please complete and return to Ms Havunen no later than Friday 4 November

I agree to:

- know where my supervising teacher is at any given time and how to contact them
- accept the code of behaviour agreed to in advance of our visit
- attend all organised activities
- wear appropriate clothing
- co-operate with the staff organising the visit and be punctual
- keep my seatbelt fastened and be quiet and considerate when travelling
- take care of my property
- tell my teacher if anything is worrying me so they can help
- alert the teacher if someone is missing or in difficulties or if I witness any incidents
- respect local laws, customs and culture, institutional rules and regulations
- be prepared to be flexible and open-minded when faced with challenging situations
- use social media during the trip in accordance with the school social media policy
- be kind to and cooperate with other members of the group
- be an ambassador for my school and local area

I understand that extended school rules apply. Misuse of mobile phones or technology, being unkind or unhelpful, or being involved with cigarettes, illegal substances, activities of a sexual nature or purchasing alcohol will lead to further disciplinary action and may involve my being sent home at my parents' expense.

**Student name**.....

**Student signature**..... **Date** .....

**Parent/Carer signature**..... **Date** .....