## 2016 St Mary MacKillop College

## ‘JAPAN TOUR’

## CODE OF CONDUCT

**and**

# PARENTAL CONSENT

The purpose of this *Code of Conduct* is to provide for the safe, harmonious and enjoyable conduct of St Mary MacKillop College’s 2016 ‘Japan Tour’.

We are confident that inappropriate behaviour will not be an issue but it is important to realise that students whose behaviour constitutes a serious breach of school rules, laws of the destination country or a serious disruption to the cohesive conduct of the tour will be subject to normal disciplinary procedures as per school excursions. In the most serious cases, this will mean being sent home to Australia. Similarly, parents/siblings attending are part of the tour and must not behave in a manner that may negatively impact on the tour. The responsibility for the conduct of the tour is in two major areas:

* Tour Arrangements/Itinerary matters
* Student Disciplinary Matters – Principal will be notified immediately in serious cases.

In addition to normal rules of behaviour as outlined in the School Diary, the following specific regulations are to be observed:

1. Each student is responsible directly to Miss Sarah Gamble, Mrs Kursty Bookham– day and night, illness or queries.
2. Persons on the tour may enter only the room designated for their occupancy. The only exception to this is in extreme cases of emergency.
3. Students are **NOT** to consume **alcohol,** **tobacco** or **illicit substances**. They are not to transgress the laws of the destination country.
4. No person is to leave the tour group lodgings or undertake any visit or activity not stipulated in the itinerary unless they have the approval of a staff member. A staff member and/or parent must accompany any additional activity. (Such activities may include additional museum/gallery visits, shopping outings, visit to relatives and the like).
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6. Students of St Mary MacKillop College **must** respect teachers and leaders.
7. There must be at least one mobile telephone available when activities are conducted in smaller groups.
8. In case of medical or other emergency, a staff member is to be notified immediately. Every effort will be made to contact parents as soon as is practicable, but where it is not possible, parents agree to allow staff to arrange for any medical treatment deemed necessary.
9. Where, in the unlikely event that a tour member becomes separated from the rest of the group, they are to telephone, using a mobile or pay phone, the emergency mobile number. If this is not possible, then one of the other tour mobiles is to be contacted. Where this is not possible, the accommodation venue is to be contacted.
10. To ensure people’s space and privacy, there will be a quiet time between **11pm and 6.30am.**
11. There is to be **no excessive spending of money**.
12. If serious or repeated breaches of the above occur, the consequence may be the tour member being returned to Australia on the next available flight, at the expense of the family or that member.

* We aim to make this an enjoyable trip. With your co-operation and commitment we will avoid the above procedures.
* The School reserves the right not to offer a place to a student whose behaviour is deemed inappropriate or may jeopardise the success of the tour.

All participants must agree and adhere to the above guidelines, by signing this form along with the signature of a Parent/Guardian and returning the form prior to the commencement of the tour.

* ***I give my child consent to travel on The Japan Study Tour with St Mary MacKillop College.***
* I agree to adhere to normal College rules, and these guidelines in particular, whilst involved in the St Mary MacKillop College Japanese Study Tour, 2016.
* In the case of emergency when I cannot be contacted, I also agree to staff authorising medical treatment that they consider necessary.

Signed: (Parent/Guardian)

Signed: (Student)

Date:

Please include your **home** **email address:**

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