

Name:..... Booking Reference.....

Trip Code:..... Destination City.....

Halsbury Travel - Code of Conduct
WORK EXPERIENCE

The Group Leaders will be responsible for the organisation of your trip whilst abroad and students should comply with all reasonable requests made by them.

All students will be treated as young adults and should behave appropriately.

Do not go out at night **on your own** and always sign in/out at the accommodation

Treat others with courtesy and politeness.

Do not take any illegal substances.

Refrain from consuming excess alcohol.

Be prompt for all meetings and particularly **coach departure times**.

Take any worries or concerns about any aspect of the trip to the Group Leaders.

Work

Attend the full number of sessions planned.

Seek **written approval** from a Group Leader in the case of **any** absence from work .

In the event of any **difficulties at work**, in the first instance, **seek advice from the Group Leaders to resolve the situation**.

Accommodation

Respect others in the accommodation by conforming to curfew, quiet times and lights out times.

Do not keep food or alcohol in rooms.

Keep rooms tidy.

Do not allow non-residents into student rooms.

Respect the accommodation and report any damage as soon as practicable.

*I acknowledge receipt of the Code of Conduct and agree to abide by it, enclosing a **£50** cheque. I accept that the Damage/Caution deposit money may be withheld if I contravene any of the above. In the event of a serious misdemeanour my parents may be informed and in the most serious of cases I may be repatriated at my parents' expense.*

Signed.....(Student) Signed.....(Parent/Guardian)

PLEASE ATTACH CHEQUE HERE