Presentation College

Headford

2026

Development of Policy:	
February 2026	Review of Policy
March 2026	Initial Draft (Principal; Programmes Coordinator)
March 12th 2026	Ratified by the BOM

Transition Year Overnight Trips Policy and Procedures – Code of Behaviour

Academic Year 2026 - 2027

Introduction and Rationale

Transition Year overnight trips play an important role in students' personal, social, and educational development. They offer opportunities for experiential learning, independence, and teamwork, while also representing the school in a public setting. To ensure that these trips are safe, respectful, and enjoyable for all participants, clear expectations are essential. This Code of Behaviour outlines the standards required of every student and the responsibilities of parents/guardians and staff in supporting a positive and safe experience.

Information for Parents/Guardians

- All existing school policies apply during day and overnight trips. Parents/Guardians are reminded of the expectations outlined in the School Code of Behaviour.
- School Management reserves the right to refuse permission to travel if a student has committed a serious breach of the School Code of Behaviour in the weeks or months prior to the trip.
- Parents/Guardians are responsible for any costs arising if a student must be sent home due to a serious breach of the Code.
- Parents/Guardians should ensure that students understand the expectations regarding behaviour, digital etiquette, safety, and respect for others.
- In relation to data protection, the school may retain photographic, audio, or video material from the trip for purposes such as verification, record-keeping, or school publicity, in line with school policy.

Information for Students

- Students must follow all rules of the hotel/hostel or accommodation in which they are staying.
- Students must behave appropriately on all forms of transport, whether public or private.
- Students are responsible for keeping their seats and surrounding areas on buses, trains, boats, and planes tidy.
- Students must keep their hotel/hostel rooms tidy throughout the stay.
- Upon arrival, students should complete a room damage report and submit it to the tour leader. This protects students in cases where damage existed prior to their stay. Rooms will be inspected by teachers before departure.
- Students must be polite, mannerly, and cooperative at all times.
- Students may only be in their own assigned rooms. Being found in another student's room after curfew is considered a serious breach of the Code of Behaviour.
- Students must treat peers, staff, and all others with respect. Bullying in any form will not be tolerated.

- **Digital Etiquette:** Students must use technology responsibly. Prohibited behaviours include taking or sharing photos/videos of others without permission; using cameras in private areas (bedrooms/bathrooms); posting content that brings the school into disrepute; and any form of cyber-bullying or targeted mockery. Teachers may restrict phone use during activities or after curfew.
- The following are strictly prohibited: smoking, vaping, drinking alcohol, using drugs or banned substances, misuse of legal substances, engaging in unsafe or dangerous behaviour, disruptive behaviour on transport, entering out-of-bounds areas, or theft/criminal damage. Any such behaviour will be sanctioned by the school upon return.

Information for Teachers /Trip Leaders

- Before departure, the Principal or Deputy Principal will meet with the group to review the School Code of Behaviour and outline expectations for conduct.
- The Organising Teacher is responsible for investigating and recording breaches of the School Code and will refer issues to the Principal/Deputy Principal as appropriate.
- The Organising Teacher will remain in contact with the Principal during the trip and will report any serious breaches promptly.
- If a student must be questioned about a potentially serious matter, another adult must be present.
- Serious breaches may result in immediate sanctions at the trip location, including exclusion from activities or being sent home. Parents/Guardians are responsible for all associated costs. Decisions regarding sanctions will be made by the Organising Teacher in consultation with the Principal.
- The Organising Teacher may address minor breaches of the Code during the trip or refer them through normal school channels upon return.

Signed: _____

Parent/Guardian:

Student:

Date: