

School outings regulations in the Secondary cycle

1.SCOPE

1. These regulations apply to school trips and excursions which last one or more days.

School trips and excursions are compulsory outings that form an integral part of the school curriculum and enable educational, cultural or social objectives to be achieved, in particular the creation or maintenance of good group dynamics.

2.PARTICIPATION

2. Except for pupils with written authorization from the School's Management given due to exceptional circumstances, participation in work done in preparation of the outing as well as participation in the entire outing is compulsory for all pupils.

3. Before the start of the trip or excursion, students and parents/legal guardians must familiarise themselves with these rules and regulations, as well as their rights and obligations. Students will also learn about these rules through the PowerPoint presentation 'School trips: Behavioural expectations' (information session for students).

In addition, parents/legal guardians accept to pay for these outings for their child, including repatriation costs of the child for disciplinary or psychological reasons, as well as those of the staff member that accompanies her/him.

4. The pupils, their parents or their legal guardians must notify the staff member in charge of the outing of any medical condition their child has as well as informing her/him fully of any relevant treatment that must be followed. They must also ensure that the child is in possession of the required medication.

3.ORGANISATION

5.The execution of school outings is the responsibility of the Schools. The principles of the general organization of outings will be set out by the Board of Education after consultation with teachers and parents.

6.Any financial difficulty of parents/legal representatives should not be an obstacle to the participation of their child in a school outing, which is compulsory. The School will seek to help organisers and parents find the financial means to participate in the outing. In case of financial difficulty, the parents/legal representatives must address their request to WOL-DIRECTOR@eursc.eu.

In any case, parents should be notified of the outing together with its costs in sufficient time to enable them to meet these costs. An evaluation of costs will be given as soon as possible.

7. The proposed outing is subject to the approval of the Director of the School.

8. All arrangements necessary for the outing will be executed by the School and/or the travel agency.

The Director of the School will designate a member of staff in charge for each outing.

9. The member of staff in charge of the outing will be responsible for its organisation and discipline and will stay in constant contact with the School's Management to which s/he will report regularly. S/he will immediately report to Management any serious breach of these regulations.

S/he is also required to notify the School's Management of any event likely to burden the budget of the School, to hinder the progress of the outing according to the programme, or to damage the reputation of the School, its pupils or its staff.

Except in an emergency, s/he cannot, without the consent of the School's Management, make an agreement with any third parties from the host country that would increase the financial burden of the outing.

4. SUPPORT

10. The mental health of students is one of the School's priorities and remains so during these trips. The member of staff in charge and accompanying adults are available to students experiencing mental or emotional difficulties who wish to discuss them. The member of staff in charge and accompanying adults may also discreetly inquire about the mental and/or emotional state of a student they suspect may be experiencing difficulties. If the situation is deemed urgent, parents or legal guardians will be notified immediately. If it is necessary to repatriate the student, their repatriation and that of their accompanying adult will be at the expense and responsibility of the parents or legal guardians.

5. DISCIPLINE

Important: If, as a consequence of a disciplinary council having taken place before the outing, a pupil is excluded from a school trip or excursion, the fees that have already been paid toward it will not be refunded.

11. The outing does not suspend the application of the [Secondary school's regulations nor of the other current policies](#) which, without prejudice to any necessary modifications because of the provisions listed below, continue to apply *mutatis mutandis* to pupils throughout the duration of the outing.

The following regulations will apply from the start of the outing.

12. Each pupil will ensure that throughout the outing they:

- behave in such a way as to ensure the health and safety of themselves and other participants, including free periods without supervision, as well as the reputation of the Schools, their pupils and staff;
- behave in a respectful manner towards the habits, customs, laws and regulations of the host country (including but not limited to criminal acts such as theft, fare evasion, etc.) and to refrain from any act likely to offend the sensitivity of local people. Also our own school regulations remain valid.

13. Any acts that may cause harm to participants or third parties or their belongings, including transgressive acts (see [Policy against sexually transgressive behaviour](#)) or bullying ([Anti-bullying policy secondary](#)).

14. The supply, possession, or holding (including but not limited to on behalf of a third party), use, consumption, abuse, sale, sharing, and/or being under the influence of vaping, alcohol, tobacco, nicotine, snus, CBD, or energy drinks are prohibited, even when permitted by local law or regulation. (See the [Substance Abuse Policy](#)).

15. The supply, possession, holding (including but not limited to on behalf of a third party), use, consumption, abuse, sale, sharing, and/or being under the influence of diverted medications, drugs, and any illegal substances are prohibited, even when permitted by local law or regulation. (See the [Substance Abuse Policy](#)).

16. The possession, carrying, purchase, sale, exchange, distribution free of charge, import, and export of weapons, any sharp, pointed, blunt, dangerous, or generally any object that could be used as a weapon are prohibited, even when authorized by local laws or regulations. (See the [Substance Abuse Policy](#)).

17. Sexual relations are forbidden.

18. During free-time, authorised pupils are required to travel in small groups and each one must carry: her/his identity papers, other documents required by the host country's law or local regulations, a copy of the member of staff in charge or another accompanying person's mobile phone number, the complete address and telephone number of the accommodation, as well as means to return there (e.g. a transport ticket).

If free-time occurs after dark, the staff member in charge will arrange a fixed time to return to the accommodation.

During free-time the member of staff in charge or his/her delegate must be constantly contactable by phone.

19. It is forbidden for pupils to leave the group or the group's accommodation when not free and in a manner not prescribed by the staff member in charge.

6.SUPERVISION

20.Without prejudice to the application of laws and regulations which may be more demanding in the host country, pupils must be accompanied by staff members in a ratio of at least one staff member for every fifteen pupils to the extent possible.

21.Supervision will be carried out by all the accompanying persons under the direction and authority of the staff member in charge.

The member of staff in charge reserves the right to carry out investigations in the rooms and belongings of pupils if there is a reliable, accurate and consistent serious breach of these regulations.

In case of emergency, the organiser will take the necessary measures to ensure the safety of the students and will immediately inform their parents or guardians.

22.Pupils must obey the instructions of the staff member in charge and other accompanying persons in order to comply with these regulations.

7.SANCTIONS

23.Violations of these regulations may be punished by the member in charge, after consultation with other accompanying persons and hearing the pupil's defense.

Without prejudice to any disciplinary action that may be taken after the group's return during a possible disciplinary council, the member of staff in charge may exclude the pupil from all or part of her/his free-time and/or activities.

In the event of serious infringement (drug use, unlawful conduct, etc.) and without prejudice to judicial procedures in the host country, a disciplinary council will systematically be convened when returning from the outing to determine sanctions.

24.In case of serious violation of these regulations, the member of staff in charge will immediately notify the Management of the School and in consultation with it and the accompanying teachers and after hearing the pupil's defense, may decide on her/his immediate repatriation.

The pupil repatriated will be accompanied by one of the accompanying persons, at the expense and under the responsibility of the parent/legal guardian.

Irrefutable violation of Articles 12, 13, 15 and 16 of these regulations are considered to be serious enough to justify the automatic repatriation of a pupil.

Other infringements of these regulations may be considered as serious, either by reason of special circumstances or their repetition, if there have been enough warnings. For these offences, disciplinary measures will be implemented in accordance with the Sanction scale (see [Secondary school regulations](#)).