

Please note that by booking a place on this course you are agreeing to abide by the conditions stated below.

- Please behave responsibly and respectfully to staff and other students during the course.
- You must attend all sessions and activities as well as registering at the times stated on the programme.
- You are to work in your allocated team for all activities unless told otherwise by a member of staff.
- You should not leave the course or campus at any time, unless permitted by a member of staff.
- No smoking or vaping is permitted by any student.
- Any student found undertaking the following activities will be immediately dismissed from the course:
 - Drinking alcohol or being in possession of alcohol
 - The taking or possession of illegal substances
 - Bullying, harassment or aggressive behaviour towards another student or member of staff
 - Vandalism of any kind, physical or technical (including of the equipment that you will be using)
 - Accessing the dark web, or any other sites deemed inappropriate
- If you feel unwell at any time, please report to a member of staff.
- Please report any accidents, suspicious persons or other concerns to a member of staff immediately.
- You must familiarise yourself with the fire evacuation instructions and emergency exits.
- You must always wear your name badge on the lanyards provided on the upper halves of your body.
- Mobile phones may be confiscated if used during sessions without permission.
- The Smallpeice Trust operates an open-door policy. Please feel free to speak to a member of staff if you have any questions or concerns or you can call us (details of which can be found on the programme) at any time. If you would prefer to talk to an adult of the same sex, please let us know.

Residential events only:

- To maintain a safe residential environment, you are not permitted to enter an accommodation other than your own. You must not enter any bedroom other than your own, and you must not change from the room that has been allocated to you. If you have a problem with your room, please inform a member of staff. Doors should be locked, and windows shut (particularly rooms on the ground floor) whilst your room is unoccupied.
- You must not leave your rooms after the lights out time stated on your programme, other than to use the bathroom in shared locations. Long days mean that everyone on the course will require a good, undisturbed night to ensure safety during the course. Phones are not to be used after midnight or before 6.00am.
- You are responsible for the keys / swipe cards issued to you on arrival. If you lose them, you must report this immediately to a member of staff. You may have to pay for a replacement.
- You will have a named supervisor on call overnight who will be staying nearby that you should report any concerns or illnesses to while in the accommodation blocks. Their name and location will be given to you on arrival at the course.

We reserve the right to dismiss any student found breaking any of the above conditions from the course.

Parent(s)/guardian(s) will be asked to collect you or arrange for other transport home and your school may also be informed where relevant.

Above all, enjoy the course, make new friends and fully grasp the opportunity that is on offer.