

REGISTRATION, HEALTH AND TRIP RULES FORM

End-of-year school trip with group leaders

The aim of this trip is to enjoy an educational, cultural and community experience in an environment of respect and safety. In order to guarantee the smooth running of the activity and the well-being of all participants, the following mandatory rules are established.

1. PARTICIPANT DETAILS (STUDENT)

Full name:		Date of birth:	
ID / passport no.:		School:	
Address and town:		Health insurance card (TSI / EHIC):	

2. PARENT / LEGAL GUARDIAN DETAILS

Parent / guardian 1:		24h telephone (1):	
Parent / guardian 2:		24h telephone (2) / E-mail:	

3. HEALTH RECORD AND RELEVANT MEDICAL INFORMATION

1. Chronic illnesses / conditions (asthma, epilepsy, diabetes, etc.):	☐ NO ☐ YES. Please specify:
2. Food allergies or intolerances (special diet):	☐ NO ☐ YES. Please specify: * It is COMPULSORY to attach a medical certificate or official supporting document.
3. Allergies to medicines, insect bites or other:	☐ NO ☐ YES. Please specify:
4. Medication during the trip:	☐ NO ☐ YES. Name, dosage and times: * Hand in the medication together with the prescription / medical instructions and the authorisation on the day of departure.
5. Autonomy / Other:	Can the student swim? ☐ YES ☐ NO Mobility difficulties / other:

4. EXPRESS AND MEDICAL AUTHORISATIONS

☐ **Primary medical and pharmacological care:** I authorise the team of group leaders to provide minor first aid and to administer common over-the-counter medicines (antipyretics, painkillers such as paracetamol or ibuprofen, or antihistamines) in case of occasional need.

☐ **Medical transfer:** I authorise the use of a private vehicle or emergency transport for medical transfers if the student requires medical attention.

☐ **Emergency intervention:** I authorise the relevant medical team to take any necessary emergency clinical or surgical decisions.

☐ **Image rights:** I authorise the processing of images/videos of the activity for the internal use of the group or for the promotion of Valua Travel activities (without transferring data to third parties).

5. RULES OF COEXISTENCE AND ALIGNMENT WITH THE SCHOOL (NOFC / RRI)

1. Alignment with the school (NOFC / RRI) and prior exclusion protocol

- **Educational link:** Although teachers are not physically present during the journey and the stay, the activity remains linked to the school's educational framework. Consequently, the school's **Organisation and Operating Rules (NOFC)** and **Internal Regulations (RRI)** apply in full with regard to standards of conduct and the rights and duties of students.
- **Prior exclusion due to a sanction or disciplinary record:** By virtue of this link with the school, if the school has opened or applied a corrective measure or sanction for a **serious or very serious offence** under the RRI/NOFC before the start of the trip (or if the student has accumulated disciplinary records), **or if the school states or notifies that the student is not suitable for the activity for behavioural reasons**, the student will be automatically excluded from the trip.
- **Cancellation costs:** If the student is excluded for disciplinary reasons arising from the school before departure, **all cancellation costs and financial penalties incurred will be borne entirely by the family / legal guardians**, and neither the organisation nor the school will assume any financial responsibility.

2. Respect and coexistence

- **Respectful behaviour:** A respectful attitude must be maintained towards fellow students, the **Valua Travel** group leaders, the activity guides and the staff of the accommodation and transport providers.
- **Care of facilities:** Facilities, rooms, vehicles and the natural environment must be respected. Any damage caused by improper use will be the financial responsibility of the student and their family.
- **Punctuality:** Maximum punctuality is required at all meeting points, departure times, meals and the start of activities.

3. Timetables, rest and night-time supervision

- **Silence and rest:** From the time set by the team of group leaders (usually 11:00 pm / 11:30 pm), all students must be in their assigned rooms and the rest period will begin.
- **Night check:** The team of group leaders will carry out an active room check before bedtime.
- **Passive supervision and 24h emergencies:** During the night, the team of group leaders will be accommodated in the same building as the students. In the event of feeling unwell, illness or any emergency during the night, students may go directly to the room of the group leaders on duty.
- **No room changes:** Changing rooms or leaving the room during the night without express authorisation is strictly forbidden.

4. Free time and activities in the natural environment

- **Limits and authorised areas:** During the set periods of free time, students may not leave the area or town designated by the team of group leaders.
- **Moving around in groups:** For safety reasons, students may never go anywhere alone; they must move around in groups of at least 3 or 4 people.
- **Safety during activities:** During guided, mountain or adventure activities, the safety instructions of the qualified guides must be followed strictly and the compulsory protective equipment must be used.

5. Health, accidents and medication

- **Medical care and communication:** In the event of an accident or illness, the accompanying team will provide first aid and/or take the student to the appropriate health centre. The family will be contacted immediately to inform them of the situation.
- **Medication management:** Any medication a student has to take during the trip must be accompanied by an authorisation signed by the family and the corresponding prescription or medical instructions.
- **Food intolerances and allergies:** In the case of any food intolerance or allergy, a medical certificate or equivalent must be provided so that the corresponding meals can be adapted.

6. Specific prohibitions (serious offences)

In accordance with current legislation on activities with minors and the school regulations:

- **Substance use:** The consumption, possession or purchase of tobacco, vapes, alcohol or any other prohibited substance is strictly forbidden.
- **Risky behaviour:** Any act that endangers the physical integrity of the student or of fellow students is forbidden (e.g. climbing out onto balconies, irresponsible use of facilities, etc.).
- **Images and privacy:** Recording or sharing images or videos of fellow students or group leaders that may infringe their right to privacy or to their own image is not permitted.

7. Sanctions and early return protocol

In the event of a breach of these rules or serious misconduct, the following disciplinary measures will be applied:

1. Verbal warning.
2. Loss of the right to enjoy free time for a set period.
3. Immediate expulsion from the trip and early return of the student. In this case, the parents or legal guardians must bear the costs arising from the transfer or travel personally to collect the minor.

In summary: Sanctions range from a warning and the loss of free-time activities (minor/serious offences) to the suspension of the right to take part in activities and immediate early return at the family's expense in the case of very serious offences (e.g. substance use, risky behaviour, aggression, etc.).

6. COMPULSORY DOCUMENTS TO BE ATTACHED

- [] Photocopy of the participant's ID card / passport (or family record book if they do not have one).
- [] Photocopy of the parent's / legal guardian's ID card / passport.
- [] Photocopy of the health insurance card (TSI / EHIC) or private health insurance card.
- [] Photocopy of the up-to-date vaccination record (or equivalent medical certificate).
- [] Official medical certificate / supporting document in the case of allergy, food intolerance or chronic illness.

7. COMMITMENT AND ACCEPTANCE (TWO SIGNATURES REQUIRED)

I have read the conditions, rules of coexistence and protocols established for the end-of-year school trip organised by Valua Travel and set out in this document.

As parent / legal guardian, I ACCEPT AND ACKNOWLEDGE THAT I HAVE BEEN INFORMED:

1. That my child will comply with the rules of coexistence, the school's NOFC/RRI and the instructions of the Valua Travel team of group leaders.
2. That in the event of exclusion from the trip due to a prior disciplinary sanction imposed by the school (serious/very serious offence) or because the school notifies that the student is not suitable for behavioural reasons, I will bear all resulting cancellation costs in full.
3. That I will assume financial responsibility for any material damage caused by improper use of the facilities, vehicles or accommodation during the trip.
4. That I will take charge of the arrangements or costs of any early return due to very serious misconduct or risky behaviour, in accordance with the established protocol.
5. That I acknowledge having been informed, and having informed my child, of the content of this document: rules of respect and coexistence, timetables and 24h passive night-time supervision, guidelines for free time and the natural environment, health protocol (including the compulsory certificate for allergies/intolerances), specific prohibitions and disciplinary measures.

Date: ____ / ____ / 2026

Signature of parent / legal guardian

Signature of the student (participant)