

Terms & Conditions of Routes into STEM

Your offer is **CONDITIONAL**, until we have received the following:

- Full payment of fees or email confirmation from school
- Signed parental confirmation form

Course Fee

Your course fee is non-refundable - please ensure that you check all details and travel arrangements before you proceed with your payment.

The fee covers a Bronze level Industrial Cadets accreditation, tuition, activity materials, supervision, and all course materials.

It unfortunately does not cover travel expenses to and from the three different locations or any additional incidentals.

Food is not included in the course fee, however our delivery partners may include a complimentary lunch as part of their day. These details will be confirmed in the course joining instructions that you will receive a minimum of a week before the course.

Behaviour Policy

Respectful behaviour is expected from everyone who is engaged in the course whether you're a student, parent, delivery partner or supervisor. **All students MUST read and adhere to the Code of conduct outlined on page 2 & 3.**

As a minimum we expect the following from our Routes into STEM students:

- No behaviour that causes an individual to feel intimidated or unworthy.
- No inappropriate name calling or use of derogatory language targeted at others.
- Respectful behaviour towards our delivery partners, their property and the environments they work in.
- You must adhere to The Code of Behaviour and house rules brought to your attention by our partners.
- Students are not permitted to leave the course without EDT's & their parent/guardian's knowledge.
- Punctuality is critical - please be on time, as our days out tightly scheduled.

Anyone who disregards any of these rules may be withdrawn from the course and may be sent home.

No liability will be accepted by Routes into STEM or the Course Provider in such circumstances.

Course Absences

To gain a bronze level Industrial Cadets accreditation, it is imperative that you attend a minimum of 2 days - with one of the days being the company day.

Industrial Cadets Bronze level accreditation requires the completion of 20 hours of relevant skills and competencies.

All absences need to be registered with the Routes into STEM by either calling 01707 386 151 or emailing routesintostem@etrust.org.uk.

In Case of Emergency Contact

It is essential that a parent/guardian is available in the UK for the duration of the course and we have up to date parent/guardian emergency contact details. If these have changed since your original application, it is your responsibility to ensure that we are informed by emailing routesintostem@etrust.org.uk.

Personal Belongings

Your personal belongings are your responsibility; they are not protected under any Routes into STEM or Course Provider insurance policy. The Course Providers take no responsibility for valuables so you should not bring any valuables on their premises.

Code of Conduct

On the Routes into STEM course we need you to understand what is expected and behave appropriately at all times. **You will be in a professional environment, so you will automatically be treated as a professional, unless your behaviour and performance fall below these standards.**

- **Working together** with other students means that you should respect their right to personal space and a positive social and educational experience, just as you would expect them to respect your right to the same, especially in cases where you depend on each other for the success of an activity (e.g. in team projects).
- **Abusive or antisocial behaviour and language** will not be tolerated under any circumstances, especially, sexist/racist language and anti-LGBTQ+ sentiment. All students, staff and visitors have the right to expect to be treated courteously and professionally throughout.
- **Vandalism and damage** to, or theft of, any property belonging to the Course Providers, staff or other students, is unacceptable, as are dangerous activities or behaviour which may cause injury or distress to other students, staff or the perpetrators themselves.

- To **respect the legal obligations** of the Course Providers, **students must not possess, buy, sell, distribute or consume alcohol (irrespective of age) or illegal substances** while on the Routes into STEM course.
- Students must not leave the Course Providers premises (unless supervised) without the express permission of the Course Provider. Students must adhere to course regulations as required by Routes into STEM organisers.
- Students will be expected to respond immediately to reasonable requests and guidance from the Course Providers or Routes into STEM Staff.
- For reasons of economy and Health and Safety, the Course Providers have a **no smoking policy across all of their sites, (including buildings and campus grounds)**. This policy must be observed by all staff, students and visitors.
- **All Health and Safety requirements of Routes into STEM, the Course Providers or any other organisation must be observed in full** (e.g. the wearing of protective clothing when provided, the following of safety guidelines etc.)

With a carefully planned schedule, it is vital that students adhere to the programme timetable to avoid delays and/or any disruption; this includes arriving on time. Routes into STEM and the Course Providers have a duty of care towards you and therefore need to be sure of your location. For your own safety and protection, you must contact the Routes into STEM team, the course supervisor or the appropriate course provider in the event that you are delayed or unable to attend due to unforeseen circumstances as soon as possible.

The Code of Conduct has not been introduced to restrict in any way those who behave responsibly and is in no way meant to deter students from enjoying the Routes into STEM experience, but rather a safeguard to ensure that nobody spoils the experience for others by failing to observe the rules of mutual respect set out above. Students in breach of this Code of Conduct will face sanctions; these might include being expelled immediately from the Routes into STEM course. In those circumstances, the students parent or guardian will be contacted by a member of the Routes into STEM team and will be responsible for arranging transport home at their own expense. They will also be responsible for any administrative or damage costs incurred. The student's school will also be informed of any breaches of this Code of Conduct and Routes into STEM training materials may be withheld.