

Movement through the school:

- Always walk through school.
- Open doors for others.
- Hold doors for others - wait for adults to walk through a door first.
- If you see something on the floor, pick it up and put it away/hang it up.
- If you need to visit another classroom or the office, always knock on the door before you enter and wait to be told to come in.



Everyday manners:

We experience different situations everyday, sometimes when we are in school and others when we are not. Manners are important 100% of the time.

- Always say 'please' and 'thank you'.
- Ask using the correct language, for instance "Please may I go to the toilet?" or "Would you mind helping me with my work?".
- Say "excuse me" if you need to interrupt someone or if someone is in your way.
- Open doors for others.
- Be patient.
- Always smile!



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

THE MALCOLM SARGENT WAY

It's nice to be important but it's more important to be nice.
John Cassis

Manners make the person. Motto

Friends and good manners will carry you where money won't go.
Margaret Walker

Good manners will open doors that the best education cannot.
Clarence Thomas

People judge us by observing our manners. Manners are much more than just saying "please" and "thank you." They are ways of showing kindness and consideration.
Www.whereincity.com

The Malcolm Sargent Way

At Malcolm Sargent we believe manners are vital and we pride ourselves on being polite and behaving well.



Coming into school:

- School rules must be followed even before school has started.
- Get off your bikes and scooters as you arrive at the school gates and park them in the spaces provided. Lock them up!
- Ball games should not be played before school, just in case you hit parents/smaller children.
- Walk through the cloakrooms.
- Put your coat, lunch box, water bottle and bookbag away neatly. Take out your planner for the teacher.
- Follow the morning routine for your class.
- Smile and say 'good morning' to your teacher and your friends.



Assembly:

- Line up sensibly and silently in a straight line, facing forwards.
- Walk through the corridors in a single line and in silence.
- Sit down quietly without making any fuss.
- Make sure you have enough room.
- Keep silent throughout the assembly.
- When leaving the hall, wait until it is your turn to leave and walk out of the hall back to your classroom quietly in a single line, leading out one line at a time.



Lunch time:

- Follow the lunch time routines.
- Treat the lunchtime supervisors with respect.
- Hold your knife and fork correctly.
- Chew your food with your mouth closed.
- Only talk when your mouth is empty.
- Finish chewing before you stand up to leave.
- Play outdoor games sensibly.
- Share toys and games.
- Help anyone who looks sad or lonely.
- Line up sensibly and wait for your teacher.



Office:

- Always wait until the office staff are ready to answer your questions - if they are on the phone, wait until they have hung up.
- If there are parents at the office, wait for them to have their questions answered first.
- Always ask for resources politely and remember to give them a smile!



School Uniform:

All children in school wear our school uniform:

- In FS/Y1/Y2, a white polo shirt, grey pinafore, shorts or trousers, grey socks or tights and a navy school sweatshirt or cardigan.
- In Y3-6, a white shirt, school tie, grey skirt, shorts or trousers, grey socks or tights, and a navy school sweatshirt or cardigan.
- All children wear black shoes.
- In your PE kit you should have plain navy shorts and tracksuit bottoms, plain white t-shirt, green school PE sweatshirt and trainers/plimsolls.
- Don't forget to bring in a warm coat, hat, gloves and scarf when it is cold or wet, with wellies too if you like, and a sun hat and sun cream for when it is hot and sunny!

