



Be Polite Every Day!

We experience different situations every day, 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?”.
- Put up your hand if you need help in class.
- Say “excuse me” if you need to interrupt someone or if someone is in your way.
- Open doors for others and say thank you to others holding the door for you.
- Be patient.
- 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.
- Last but not least, always smile!

**THANK YOU FOR MAKING OUR SCHOOL A POLITE
AND HAPPY PLACE TO LEARN!**



MALCOLM SARGENT PRIMARY SCHOOL
Love To Learn

THE MALCOLM SARGENT WAY MANNERS MANUAL

**It's nice to be important but it's
more important to be nice.**

John Cassis

THANK YOU

I'M SORRY

PLEASE

EXCUSE ME

Manners maketh man.



**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.**

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The Malcolm Sargent Way

At Malcolm Sargent Primary School, we believe that manners are vital and we pride ourselves on being polite and well-behaved.

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 your teacher.
- Follow the morning routine for your class.
- Smile and say “good morning” to your teacher and your friends.
- Keep your classroom tidy.



Walking through school:

- As a group, 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.
- When a group is leaving an area, wait until it is your turn to leave and walk back to your classroom quietly in a single line, leading out one line at a time.



Lunchtime:

- Follow the lunch time routines.
- Wash or sanitise your hands before eating.
- Treat the lunchtime supervisors with respect.
- Hold your knife and fork correctly.
- Chew your food with your mouth closed and only talk when your mouth is empty.
- Finish chewing before you stand up to leave.
- Put up your hand if you need help or when you are ready to leave the table.
- Play outdoor games sensibly.
- Share toys and games.
- Help anyone who looks sad or lonely.



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 your question politely and remember to smile!



School Uniform:

- All children should wear our standard uniform according to our Dress Code.
- Y6 children cannot wear their leavers' hoodies for formal school events and Y3-6 children should wear their ties.
- Wear your PE kit all day on PE days to save changing.
- 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!
- Make sure everything is clearly named so our office team can return it to you.