



THANK YOU

I'M SORRY

PLEASE

EXCUSE ME

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

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.
[Wwww.whereincity.com](http://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.



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.



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.
- Put up your hand if you need help or when you are ready to leave the table.



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 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.

