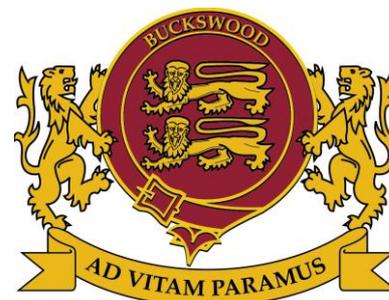


# POLICY STATEMENT



Policy	Good Manners Policy
OFSTED Standard No	
School Department	Student services

Date Written	6 <sup>th</sup> April 2017
Written by	G Sutton
Approved by	Student Services
Date of Approval	1 <sup>st</sup> May 2017
Next major review date	14 <sup>th</sup> August 2018
Location and disseminations	A copy of the policy can be found, in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.

## Good manners Policy

Good manners exhibit a change of awareness of and concern for others. They are not ingratiating, empty or outdated civilities; they are small, habitual and recognised ways of showing others the consideration one wishes for oneself; a way of expressing interest in people, of making social life more pleasant; a form of communication.

The following offers some guidelines:

- Stand up when a member of staff or visit comes into your study. If working in the Library and a visitor comes in, it would be appropriate to carry on working, only standing up if he/she should approach you personally and speak to you.
- Open doors for others, in particular adults. Having gone through a door, look behind you to ensure you will not let it swing back in the face of someone

following. Stand aside to let people pass on stairways and in corridors. Do not push. If you must walk between people engaged in conversation, you should apologise.

- At concerts, plays and other events, courtesy to performers and consideration for other members of the audience demands that you do not enter/leave while a piece of music is being played.
- At school matches leave seats on benches for visitors and offer them a seat.
- When you meet people, greet them with a smile (as you yourself like to be greeted). Ask visitors if they are being looked after; offer to escort them to the reception.
- When saying goodbye to visitors, e.g. at the end of a tour of the School, show them to their car and open the car door.
- Avoid talking to adults with your hands in your pockets.
- Take the trouble to master the conventions and nuances of the accepted forms of address in letters and replies to invitations.
- Stand back in the corridors to allow staff or matron through, always acknowledge with a "Good Morning/Good Afternoon".