

## **Forres Sandle Manor (Non-Academic) Policy**

Policy Title	<b>Good Manners</b>
Policy Lead (Appointment (& Initials))	<b>Headmaster (JW)</b>
Date of Last Review	<b>March 2018</b>
Date of Next Review	<b>March 2020</b>

### **GOOD MANNERS AT FORRES SANDLE MANOR**

#### **AT THE TABLE**

- Before entering the dining room please ensure that hands are clean, hair is tidy and that you are properly dressed. If you are in sports kit, it should be clean and in good repair.
- Enter the dining room quietly and sensibly. Stand quietly helping to lay up prior to Grace and don't sit until invited to do so.
- If you are late, apologise and give an explanation to the member of staff.
- Don't start eating until you are sure that all others on your table have everything they need. Offer to pass items to others as and when they need them.
- Sit up straight and don't rest your elbows on the table.
- Try to use the knives and forks correctly.
- At no stage should elbows rest on the table, food should be conveyed to the mouth in appropriate quantities and the mouth should remain closed when chewing.
- The knife and fork should be put together when a portion is finished.
- Always use a butter knife for butter and a spoon for spreads.
- Clear up a spillage as soon as it happens.
- If you need to leave the table for any reason, ask permission first.
- Don't talk to people on other tables without first asking the supervising teacher.
- Avoid stretching across people.
- Listen carefully to any notices at the end of the meal.

#### **GENERAL BEHAVIOUR AND MANNERS**

- It is always pleasant to say "hello", "Good morning," "Good evening" etc., to anybody you happen to see. At least give people a cheery smile!
- Whenever you see a visitor around the school, always greet them and if they appear to be waiting for somebody or uncertain about what to do, offer your assistance.
- Always hold doors open for adults to go through first.
- Whenever you pass between people who are talking, always say "excuse me".
- Do not run down the corridors as this is a danger to other people.
- Do what you can to preserve the fabric and the decoration of the school.
- Please pick up any bits of paper you happen to see inside or outside the school.
- If you do something wrong, always apologise. Everyone makes mistakes!