

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Good Manners
Policy Lead (Appointment (& Initials))	Headmaster (JW) (1/9/19)
Date of Last Review	August 2020
Date of Next Review	March 2022

EXPECTATIONS OF GOOD MANNERS AT FORRES SANDLE MANOR

AT THE TABLE

All pupils should:

- Ensure that their hands are clean, hair is tidy and that they are properly dressed before entering the dining room.
- Enter the dining room quietly and sensibly. Stand quietly helping to lay up prior to Grace and not sit until invited to do so.
- Apologise and give an explanation to the member of staff if they are late.
- They don't start eating until they are sure that all others on the table have everything they need.
- Offer to pass items to others as and when they need them.
- Sit up straight and not rest their elbows on the table.
- Try to use the knives and forks correctly.
- Convey food to the mouth in appropriate quantities and the mouth should remain closed when chewing.
- Put their knife and fork together when they have finished.
- Always use a butter knife for butter and a spoon for spreads.
- Clear up spillage as soon as it happens.
- Ask permission first if they need to leave the table for any reason,
- Not 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

We encourage pupils to remember:

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