



## Southfields Primary School

### Code of Politeness for all Pupils

You are expected to be polite and courteous at all times.

We want Southfields Primary School to be a happy and cheerful school to work and live in. It is therefore essential that you show each other mutual respect and kindness and give each other encouragement. The following guidelines may help you to achieve these standards.

1. Treat everyone with kindness and consideration. Never bully anyone or allow anyone to be bullied.
2. Greet people – all members of staff and visitors - wherever you are with a smile (e.g., in the corridor / classroom).
3. If you see a visitor always ask, "Are you looking for someone? Can I help you?"
4. If you approach a doorway at the same time as an adult, you should hold the door for them and allow them through before you do so.
5. It is courteous to allow women through doors before men.
6. When walking in a group, be aware of other people around you, especially in the corridors and on the public pavements. Always stand aside and let adults pass you.
7. Listen to people when they are talking to you. When you ask or answer a question or express your opinions in school, it is polite to put your hand up so you do not interrupt the person speaking. When putting your hand up, you should not speak until you have been acknowledged. Always speak clearly and look at the person you are addressing.
8. Make sure your hands are out of your pockets when talking to an adult.
9. Wash your hands before and after you eat. When you are eating remember to chew with your mouth closed and use the provided cutlery. Only use your fingers when eating finger foods.
10. Always remember the following words in order to show politeness and respect to others:

**Please** before making a request  
**Thank you** after receiving something  
**Sorry** if something goes wrong and  
**Excuse me** if you need to pass somebody



