

MANNERS

This document is designed to serve as a guideline for both boys and staff so as to assist them in being more consistent in what is expected from the boys and staff in terms of manners. It is very important to point out that manners are essentially actions, which ensure that you are thinking about and respecting the well being of others around you.

1. Greetings

These should be meaningful exchanges, not a routine done in a mindless manner. Please help the boys be interactive with the person they are greeting.

- It is expected that boys should greet all adults, visitors to the school and staff members when they see them.
- If boys are wearing hats, these hats should be removed before greeting.
- If the boys are seated they should immediately stand when an adult passes them and thereafter greet the person in question.
- Visitors to the school should be greeted and assistance should then be offered to them.
- Greeting or talking to adults with hands in pockets is not acceptable.
- Running past adults is not acceptable. Boys should first stop and greet the adult and then walk on past.
- Boys should allow adults to pass through a doorway before them.
- Boys are expected to stand up straight when an adult is talking to them.
- When greeted by an adult, boys should immediately stand up to return the greeting no matter what they may be doing.

2. Manners in the classroom

- When a member of staff or an adult enters the classroom, boys are expected to stand up, be quiet and greet the person entering.
- It is expected that boys should wait until they are told by an adult to be seated before sitting down again.
- Boys are expected not to talk while being spoken to. This applies at all times.
- Everyone is expected not to interrupt when others are talking.
- Boys should not walk around the classroom without prior permission from the teacher.
- Hands should be put up to indicate that a boy would like to speak. This should be done to avoid shouting out.
- Boys should not leave the classroom without first obtaining permission from the teacher. Boys must excuse themselves before attending other lessons.
- When arriving late for a class, it is expected that boys should excuse themselves from the teacher.

- When entering an office or classroom, boys are expected to knock on the door first and then wait for a response before entering. Once inside, boys should first greet the member of staff before speaking.

3. Table manners in the dining room

- There should be no stretching across the table. Polite requests should be made to the boy adjacent in order to be passed something which is required.
- Boys are expected to use the appropriate cutlery and crockery.
- The cutlery being used should not be waved around.
- Boys should not talk with their mouths full, or eat with their mouths open.
- Boys should not eat whilst having their elbows on the table.
- Greedy behaviour is not acceptable.

4. Manners on the sports field

- Boys are expected to meet the teams from the other school and assist them with the location of the toilets, change rooms, fields etc.
- A spirit of sportsmanship and fair play is to be encouraged on the field at all times.
- The referee or umpire's decision should never be questioned.
- After the match, the referee or umpires, as well as the opposing team, should be thanked for the game.
- When playing at home, the visitors should be escorted to tea after / during the match and they should be offered their refreshments first. It is expected that the teams should be greeted at the end of the day when they depart (removal of caps).
- Boys are expected to sit quietly on the side of the field while a game/event is in progress and not disturb the game/event in any way.



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CODE OF CONDUCT

The Aim of the Code

To ensure a high standard of education.

To encourage the boys to develop an inner discipline which is created through the understanding and adherence to the underlying principles and values, which govern rules.

To protect the interests of all at Cordwalles by ensuring a sound ethos.

To ensure that the disciplinary measures are fair and that boys learn why their behaviour was wrong, corrective steps to put it right and strategies to ensure it does not happen again.

To put in place a culture of discipline in which boys, parents and teachers will be aware of the rules and regulations, and will accept joint responsibility for the application and execution of the Code.

Expectations of the school with regard to pupils

Boys are expected not to disrupt or disturb others during the learning process.

Boys are expected to be polite and respectful to others in the community by displaying care and manners in their interactions.

Boys are expected to strive to do their best in all activities at school.

Cordwalles boys should always conduct themselves in the knowledge that they are ambassadors of their school.

The school uniform is the pride of Cordwalles and therefore boys are expected at all times to be neatly and correctly dressed, whether attending sport and cultural gatherings, school events, on buses or in streets.

Hair must be neat and well kept at all times and only acceptable hairstyles will be permitted. No gel, hair colouring or alternative hairstyles are allowed.

Boys may not wear any cosmetic jewellery.

No boys may leave the school premises, unless accompanied by a member of staff, without the permission from the Headmaster, the Deputy Headmasters, the Heads of the Junior Primary and Pre-Primary.

Boys need to respect their own property, the property of others and the school property.

Vandalism is seen as a serious offence.

Ball games are prohibited in all school buildings and corridors, unless supervised by a member of staff. Boys are not allowed in classrooms during break times.

Littering will not be tolerated.

Punctuality is viewed as being very important at Cordwalles.

Stealing will not be tolerated. Copying the work of others is viewed as stealing.

Boys are expected to be organised. They need to ensure that they bring the correct equipment to whatever activity they are engaged in. Their areas within the school should be kept neat and tidy.

Bullying or any form of violence is not acceptable at Cordwalles.

No cell phones, toys, rollerblades/skates may be brought to school.

Boys may not sell any articles at school, unless authorised to do so by the Headmaster.

Boys may not use foul or improper language on or outside the school premises.

Prohibited Areas

Boys should note that the following areas of the school are out of bounds before and after school and during breaks:

Classrooms, the Besant Theatre, Staff Room, Staff Cloakrooms, Swimming Pool, Computer Centre, Design and Technology Centre, Kitchen, Music Rooms, Junior Primary quad and Staff homes (except under the supervision of a member of staff).

DISCIPLINARY CODE

1. Forms of Discipline

Disciplining and punishment measures must be educationally sound and in accordance with the nature and severity of the offence. The following types of discipline, or combinations thereof, may be used:

- Reprimanding the boy
- Telephonic contact with the parents/guardians of the boy informing the parents/ guardians in writing of the offence
- Community Service
- Setting of tasks
- Claiming the cost of damage done by the boy
- Suspending the boy for a period of time within the school
- Suspending the boy from the school – Expelling the boy from the school.

2. Categories of transgressions

Transgressions by boys are divided into three categories, i.e.

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| Category 1 | Less serious offences |
| Category 2 | Serious offences |
| Category 3 | Extremely serious offences |

Transgressions in Categories 1 and 2 will be dealt with by the teachers and management of the school, while transgressions in Category 3 will be dealt with by a Disciplinary Committee.

As far as it is practically possible, all disciplinary action (Categories 2 and 3) will be noted or communicated in writing to the learner or his parents.

Category 3 offences will immediately be referred to the Disciplinary Committee.

In the case of severe conduct disorder, an interview will be arranged immediately with the parents/guardians of the relevant learner.

3. Disciplinary Measures

Herewith is the list of transgressions and possible punishment in each category:

3.1 Category 1 Offences

These offences will be dealt with by the individual teachers. Continuous breaches in this category can result in further action being taken.

Examples include:

- Homework not being completed
- Textbooks and exercise books not brought to class
- Lost property left lying around the school
- Not having the correct kit/uniform for sport and co-curricular activities
- Not submitting replies via the School App when necessary
- Eating or drinking in class without permission
- Wearing the incorrect uniform

- Arriving late for class without a valid reason – Not having a homework diary – Disrupting the class.

3.2 Category 2 Offences – Unacceptable behaviour

Boys will be sent to one of the Deputy Headmasters for offences of the following type:

- General poor behaviour
- Disobedience
- Continuously disrupting a class with the result that effective reading and/ or learning cannot take place
- Foul and indecent or rude language
- Rudeness towards teachers or fellow boys
- Ignoring reasonable instructions from staff
- Refusing to obey school rules
- Destructive or derogatory comments to others
- Absence without permission from class or extra mural activities

The Deputy Headmaster will then decide on the appropriate punishment.

3.3 Category 3 Offences – Serious Offences

Boys will be reported directly to the Headmaster. A disciplinary enquiry will be held and the parents will be contacted. Offences:

- Behaviour which endangers others safety or infringes on their rights
- Bullying or intimidation of fellow learners
- Fighting at school – Vandalism
- Dishonesty – including copying during tests and exams as well as copying or forging signatures
- Hateful language, racism or sexism
- Theft or possession of stolen property
- Any illegal behaviour
- Continually infringing in Category 2.

The punishment will be decided by the Disciplinary Committee, comprising the Headmaster, the three Deputy Headmasters and another member of staff. The committee can punish boys in this category by, amongst other actions, suspending a boy for a period not exceeding one week.

The committee may also consider other disciplinary measures. However, in this instance, the continued education of the boy at Cordwalles School will be linked to an undertaking of the parent/guardian with regard to their child's future behaviour.

Possible disciplinary actions for Category 3 transgressions include suspension, expulsion or a punishment determined by the Disciplinary Committee.



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