

# Our Lady of Mercy Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>Respect and good manners: the standards we expect of everyone who joins our community</b>
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
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Ownership:	M. Shepherd (Head Teacher)

St. Anthony's Girls' Catholic Academy

**Respect and good manners:**  
**the standards we expect of everyone who joins**  
**our community**  
**(students, staff, parents and visitors).**

Galatians 5:14 "Since the whole of the Law is summarised in one commandment, You must love your neighbour as yourself".

These standards are based upon our Christian ethos within the Catholic faith tradition. Our school aims to provide education which is:

- Christ Centred
- Faith Enlightened

**1. Show respect and good manners in all forms of communication.**

Ephesians 4: 29 "No foul word should ever cross your lips."

Titus 3:2 "Do not go slandering other people, but be peaceable and gentle and always polite."

Proverbs 16: 24 "Kindly words are a honeycomb, sweet to the taste, wholesome to the body."

Matthew 7:1 "Why do you observe the splinter in your brother's eye and never notice the great log in your own?"

Matthew 15:11 "What goes into the mouth does not make anyone unclean; it is what comes out of the mouth that makes someone unclean."

1 Peter 2:1 "Rid yourselves, then, of all spite, deceit, hypocrisy, envy and carping criticism."

2 Timothy 2:23 "Avoid these foolish and undisciplined speculations, understanding that they only give rise to quarrels."

- Speak to people with kindness and consideration. Say, "Hello", or smile. Use particular titles eg. Miss, Mrs, Sir, Lady Mayor, Reverend Mother, Lord Bishop etc. as appropriate.
- Say "Please" and Thank you" - to everyone.
- **Do not gossip** - if you have nothing nice, or constructive, to say then don't say anything.
- **Refrain from interrupting** - when someone speaks do not interrupt, listen carefully and then respond.
- **Listen to young people and adults** - value their views, as well as your own.
- **Don't make fun of anyone** - this can be very hurtful and shows a lack of empathy and respect.
- **Respectfully disagree if you have a difference of opinion** - never resort to verbal or physical abuse.
- **Show gratitude** - children and young adults should be grateful for all the care they have been given by adults.
- **Consider the feelings of others** - treat everyone you meet with courtesy.
- **Avoid selfish behaviour** - do not expect that the world, or the organisation, revolves purely around you and your needs.
- **Avoid bad language**
- **Be clear when you need something.** Most people are very happy to help and try their best to sort things out for you when asked.
- **Practice patience, trust and good faith** - some situations may take a lot of time to investigate and resolve. It does not mean that nothing is happening.

## 2. Show respectful body language and behaviour.

Proverbs 14:14 " The miscreant will reap the reward of his own conduct, and the good the reward of his deeds."

Colossians 4:6 "Do you not realize that your body is a temple of the Holy Spirit."

Ephesians 4:31 "Any bitterness or bad temper or anger or shouting or abuse must be far removed from you - as must every kind of malice."

Corinthians 13: 4-5 "Love is always patient and kind; love is never jealous; love is not boastful or conceited, it is never rude and never seeks its own advantage, it does not take offence or store up grievances."

- **Respect personal space** - do not invade people's personal space, do not stand over them, gesture at them etc.
- **Do make eye contact** and do face the person you are talking to. Do not, however, stare continuously, as this can be seen as aggressive.
- **Avoid folding your arms** - this is viewed as an aggressive/defensive attitude.
- **Do not "walk out" of situations** eg. lessons, conversations, meetings etc. This is very impolite.
- **Avoid impolite facial expressions** eg. curled lip, snarls, looking away and ignoring the person etc.
- **Do not use your height, weight, strength, personal presence etc. to intimidate other people.**
- **Respect the organisational rules and the law.**

#### 4. Show good manners.

Matthew 7:12 "So always treat others as you would like them to treat you."

Corinthians 14:40 "But make sure everything is done in a proper and orderly fashion."

Phillipians 4:5 "Let your good sense be obvious to everybody."

Matthew 20:16 "This the last will be first, and the first, last."

**Galatians 6:2 "...carry each other's burdens."**

- **Etiquette and good manners** - keep society running smoothly. If no one bothers to be polite then everyday situations eg. queues, dealing with traffic, managing a large school become impossible.
- **Accompany people to the door when they leave your house** - this good etiquette. Meet visitors at Reception in the school environment and look after them.
- **Adults should set an example** - by refraining from abusive language, poor manners and behaviour. Children, and young adults have impressionable minds and copy how adults deal with situations. Set an excellent example of courtesy and respect.
- **Eating and drinking** - do not eat and drink in places where eating and drinking are not allowed. Do not bring chewing gum to school.
- **Chat** - do not carry on conversations during assembly, during lessons, when lights go down at a show, theatre, cinema etc.
- **Phone** - do not talk on your phone in meetings, restaurants or places where it could bother other people. Obey the rule in places where you cannot use your mobile phone.
- **Loud behaviour** - do not inflict loud music or loud behaviour on those around you in school, on the bus or in the wider community.
- **Take a turn** - ensure others always get a turn.

**5. Respect yourself, respect others, respect rules, respect the law, respect property, respect other living beings and the respect the earth we inhabit.**

**Titus 3: 1-2 "Be obedient to the officials in authority; be ready to do good at every opportunity; not to go slandering other people but to be peaceable and gentle and always polite."**

**James 1: 22 "But you must do what the word tells you and not just listen to it."**

- **Respect yourself** - do not engage in negative and destructive thoughts and/or behaviour.

- **Practice empathy and compassion** - put yourself in the shoes of the other person and be compassionate. Not everyone may be as fortunate as you. It does not excuse their rude behaviour, but it may explain it.
- **Respect spaces that are shared** - your home, your school, your street, the pavement, the queue etc.
- **Keep to the left, stand aside for adults in and around school, hold doors open for adults and make way on the pavement for adults when walking to and from school etc.**
- **Respect possessions and property** - don't take other people property or damage or destroy it.
- **Litter** - put rubbish in the bin.
- **Do not graffiti** public spaces or equipment.
- **Respect the earth and the environment** - we only have one earth, so look after it.
- **Respect the organisational rules and the law**

**6. Show special respect for your parents, teachers, people in positions of authority and those considerably older than you.**

Exodus 20:12, "Honour thy father and thy mother."

Ephesians 6:1 "Children be obedient to your parents."

Leviticus 19:32 "You will stand up in the presence of the grey hair, you will honour the person of the aged."

- **Adults** - young people please remember adults have more experience of life than children and young adults.
- **Offer a place** - if an elder enters a room, or gets on the bus, get up and offer your seat.
- **Show respect to those with rightful authority because of the position they hold** eg. the police, the doctor, the manager, the Headteacher, the Deputy or Assistant Headteachers, the Mayor, the Parish Priest, the Bishop, the Queen etc.
- **If you are in a position of authority** be courteous and kind.

- **Be respectful to others even if they may show disrespect to you.** Be patient, but if they continue to be disrespectful end the meeting, or the communication, and do not sink to their level.
- **Elders are deserving of respect** - be even more gracious and respectful to those who are a lot older than you.
- **If an elder has broken your trust,** (advertently or inadvertently), explain this politely and calmly. Share your concerns with a trusted adult. Once the issue is resolved make your peace, forgive and move on.

### 7. Celebrate difference.

Luke 6:31 "Treat others as you would like people to treat you."

- **Respect difference** - we are all different and unique.
- **Do not stereotype** - if someone is different from you then celebrate the difference.

### 8. Show true forgiveness.

Galatians 5:14 "Be generous to one another, sympathetic, forgiving each other as readily as God forgave you."

Galatians 6:1 "... even if one of you is caught doing something wrong, those of you who are spiritual should set that person right in a spirit of gentleness."

Luke 6:37 "Forgive and you will be forgiven."

- **Forgive** - even if someone has been really nasty or unkind to you, forgive, forget and move forward. They may have a problem. Be gracious.
- **Apologise** - if you have hurt someone, even if you did so inadvertently, then apologise.

