

## Manners Curriculum

w/c	Focus	Key Points
<b>Autumn 1</b>		
7.9.20	'Work hard. Be kind.'	Our school's two most important rules.
14.9.20	How to say 'please' and thank you'	Sentence starters: Please may I .../Thank you very much for... Use of 'could/would'
21.9.20	How to show 'STAR'	S – Sit up straight T – Track the teacher A – Ask and answer questions like scholars R – Respect the speaker
28.9.20	How to make eye contact when talking	For talking to other children and adults
5.10.20	How to politely form a queue or a line	Body language Excuse me ... Could I please ... Would you mind stepping back please
12.10.20	How to use a knife and fork	How to hold cutlery How to use a knife and fork to cut food What size to cut food into
19.10.20	How to tidy up	Calmly and quiet manner Ensure other people are finished before taking books Not grabbing books Help others by passing them items from the table
<b>Autumn 2</b>		
2.11.20	'Work hard. Be kind.'	Our school's two most important rules.
9.11.20	How to take turns	Being fair Listening carefully to others Accepting when we have had our go
16.11.20	How to walk to the Secondary School	Wear high vis jackets – done up Walking in pairs Road safety Allow members of the public past
23.11.20	How to eat nicely	Eating with your mouth closed Throwing rubbish in the bin Clearing up after yourself
30.11.20	How to introduce yourself	Body language/eye contact Sentence starter: Hello. My name is ... I am pleased to meet you ...
7.12.20	Greeting each other nicely	Good morning ... Hello ... How are you?
14.12.20	When to use 'Excuse me' How and when to interrupt	How to wait for a pause How to stand when waiting How to use 'excuse me'
<b>Spring 1</b>		
4.1.21	'Work hard. Be kind.'	Our school's two most important rules.

11.1.21	Holding the door / having the door held open for you	Give eye contact Say thank you / nod head to acknowledge thanks given Smile
18.1.21	What to do when you see an adult in the corridor	Good morning .... Holding the door open Making space for an adult to walk past
25.1.21	How to speak clearly – using 'SHAPE'	Use of SHAPE S – speak in full sentences H – hands away from your face A – articulate P – project E – eye contact
1.2.21	Continue: Using 'SHAPE'	
8.2.21	How to ask people to be quiet politely	'Could you please be quiet, I'm finding it hard to concentrate.'
<b>Spring 2</b>		
22.2.21	'Work hard. Be kind.'	Our school's two most important rules.
1.3.21	Respecting your own and other people's property, especially school property	How to pass books and pencils appropriately to another person How to shut doors How to keep cloakrooms tidy
8.3.21	Good partner talk	Body language Eye contact Voice level Positive praise
15.3.21	How to enter another classroom	Knocking on the door before entering. Sentence starters: 'I am sorry for interrupting your class but ...'
22.3.21	How to eat nicely	Eating with your mouth closed Throwing rubbish in the bin Clearing up after yourself Cutlery practice
<b>Summer 1</b>		
12.4.21	'Work hard. Be kind.'	Our school's two most important rules.
19.4.21	Appropriate exclamations	'Oh my goodness!' 'Wow!'
26.4.21	How to make eye contact when talking	For talking to other children and adults
3.5.21	How to admit you are wrong	Body language/eye contact Sentence starters: 'I made a mistake ...' 'I might have got it wrong as now I can see that ...'
10.5.21	How to say sorry	Body language/eye contact Sentence starter: 'I am very sorry xxx for ...'
17.5.21	What to do if you see someone is upset	How to comfort them Ask 'Are you ok?' 'Would you like to talk about what happened?'
24.5.21	How to share	Try not to grab, pull things from other people's hands Say 'Thank you' Sentence starters: 'Could I borrow that please?' 'Are you sure you have finished?'

		'Please may I use....?'
<b>Summer 2</b>		
7.6.21	'Work hard. Be kind.'	Our school's two most important rules.
14.6.21	Body language when talking to someone	For talking to other children and adults
21.6.21	How to behave on school trips	Body language Quiet voices Respectful of other people around you Let elderly people or young children have right of way
28.6.21	How to be helpful/help others	Sentence starters: 'Would you like some help?' 'How can I help?'
5.7.21	How to disagree politely	Sentence starters: 'I can see how you think that but I think ...' 'I am afraid I disagree with you because ...'
12.7.21	How to have a conversation	Listen to one another Respond to the point that was made Ask open ended questions