

# KS1 PASTORAL PROCEDURES

---

## **Chain of Command**

The Class Teachers are the first points of contact for all pastoral problems, followed by the KS1 Pastoral Manager and would conclude with the Head of KS1 where necessary.

## **Code of Conduct**

Staff are expected to support students in adhering to the KS1 Behaviour Policy at all times.

## **Manners**

Good manners are expected by the entire EBIS community: faculty, students and parents alike, as we all benefit from existing in a respectful and courteous environment.

As a British school, good manners represent an area in which we can easily excel and differentiate ourselves. Specific areas that should be routinely reinforced with your students are:

### **Uniform:**

- ✓ Clean and tidy uniform is important as children learn to present themselves and become ambassadors of the School as they wear their uniform in and around the campus.
- ✓ Correct uniform should be worn (season and lesson specific).
- ✓ Shirts should always be tucked in, shoelaces tied etc.
- ✓ Adherence to other dress policies should be enforced (i.e. jewelry, make-up, shoes, etc.)

### **Lunch Time – Etiquette:**

- ✓ A critical time for reinforcing the basic manners and proper table etiquette with our students.
- ✓ Politeness when dealing with teachers who are monitoring them.
- ✓ Cleaning up their tables before being released to playtime.

### **Around School:**

- ✓ Raised hands before speaking in class.
- ✓ Children should walk quietly in a line (on the right hand side of the corridor) when moving about hallways – absolutely no running.
- ✓ Arrival and dismissal protocol: Ideas include greeting/handshakes upon arrival, or asking children to stand up and saying 'Good Morning' in registration.

**Beyond the vitally important basics of please and thank you, we should be teaching our students to show always courtesy and awareness of other students and adults, both in and out of school.**

## **POLICY MONITORING AND REVIEW**

This policy will be monitored and evaluated by the Head of KS1 in consultation with all staff on a regular basis.

*Policy reviewed August 2017. Next review date January 2018.*