

## **EQUAL OPPORTUNITIES POLICY (Whole School Policy including EYFS)**

In their dealings with pupils and with staff, The Manor Preparatory School will have regard only to the merits, abilities and potential of the individuals concerned and not to their gender\*, colour, ethnic origin, age\*\*, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction. We do not discriminate against a child (current or prospective) in:

- Admitting children
- Providing teaching or allocating pupils to teaching groups
- Applying standards of behaviour, dress or appearance
- Excluding pupils
- Allocating resources
- Providing other benefits, facilities or services that the school covers.

The Schools' objective is to provide for every pupil or member of staff equal encouragement and opportunity to take full advantage of the schools' facilities and activities.

We also welcome applications from pupils with special needs and disabilities, and refer parents to our Admissions Policy and our Learning Support Policy.

The Manor's aims and curriculum reflect our commitment to this policy.

We endeavour to create an environment of mutual respect and tolerance and help children understand that discriminatory behaviour and remarks are hurtful and unacceptable.

The school will take action against any offensive or discriminatory behaviour, language or attitudes with regards to race, colour, ethnicity, nationality, social background, religion, culture, gender, language, sexual orientation, disability and age.

We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.

We encourage and support staff to act as positive role models to children by promoting and displaying tolerant and respectful behaviour, language and attitudes. This supports the aims and ethos of our school.

Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school. (Details of our provision for bursaries can be obtained from the Bursar's office).

## **CODE OF CONDUCT**

The Headmaster and the Senior Leadership Team play an active role in monitoring the implementation of the school's policy on equal opportunities. Use is made of Assemblies, PSHE, RE, Drama, English and other lessons to:

- Promote tolerance of each other and respect for each other's position within the school community.
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage pupils to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.
- Understand why we will deal with any incidents promptly and in a sensitive manner.

Harassment in all its forms unlawful and unacceptable and all our staff receive anti-discrimination training.

A successful equal opportunities policy requires strong and positive support from parent and guardians, and full acceptance of the school's ethos of tolerance and respect.

## **MONITORING**

The school monitors its Equal Opportunities Policy regularly.

## **ENGLISH AS AN ADDITIONAL LANGUAGE**

In order to cope with the academic and social demands of the School, pupils must be reasonably fluent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense. However, the school also helps pupils with EAL a great deal (please see EAL Policy).

## **REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM**

Although The Manor Preparatory School has Christian roots, we do not select for entry on the basis of religious belief. However, parents should be aware that all pupils at The Manor Preparatory School are required to wear a uniform. The Headmaster will consider written requests from parents for variations in the uniform on religious grounds that are consistent with the school's ethos and its policy on health and safety. The Headmaster may take expert advice, and will normally arrange to meet with the parents to discuss the implications of such a request.

## COMPLAINTS

We hope that you and your child do not have any complaints about the operation of our equal opportunities policy; but copies of the School's complaints procedure can be sent to you on request.

## EQUAL OPPORTUNITIES IN EARLY YEARS FOUNDATION STAGE

In the early years, we promote cultural diversity and racial equality by:

- Requesting in our welcome booklet background information on children's family life, home language and special needs. This helps us to evaluate children's needs before they start, but also to support them and their family when they enter the school.
- We support children's learning by having a wide variety of resources available to them in school. Dual language books, multicultural and differing ability toys and equipment, images that reflect the world around us. We also teach topics that reflect the globalised world and in turn help children to understand the modern world.
- We celebrate children and encourage them to be individuals. Through valuing themselves and helping them to understand other people can be different. We do this in many ways but to summarise:

Our planning reflects children's home life and every effort is made to jointly celebrate festivals together.

Our planning reflects children's individual needs and interests. Regular observations help us to assess children's next steps in their development.

The policies and procedures within this document will be reviewed on a regular basis.

## LINKS TO OTHER POLICIES

Please also see Admissions Policy, Learning Support Policy and Accessibility Overview and Plans.

\* The Manor is a co-educational school for Pre-Nursery, Nursery, Reception, Years 1 and 2, and girls-only in Years 3-6.

\*\*Subject to the normal pay and retirement conventions for staff and to the school regulations on pupil admission.



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<b>Date Policy Reviewed:</b>	4 February 2010
<b>Date of Next Review:</b>	February 2012
<b>Person(s) Responsible for Review:</b>	SLT
<b>Signature of Review(s)</b>	