

# **Work Standards - Expectations for Students**

## **FALCON PRIMARY SCHOOL**

(1/2018)

**Every student is required to produce work that is neat, legible and well presented.**

### **Kindergarten Work Standard Expectation**

- Standards are introduced, modelled and reinforced by staff
- Students are taught correct pencil grip
- Students are taught correct letter and number formations. **New South Wales script is recommended.**
- Communication Book as required
- Common EDITING CODE poster supplied by school and displayed in classrooms

### **Pre primary and Year 1 Work Standard Expectation**

- Reinforce correct pencil grip
- Correct formation of letters and numbers. **New South Wales script is recommended.**
- Use lead pencil when completing writing tasks and when working in workbooks (PP – formative; Year 1 – HB)
- Pre Primary students move to 24mm lines by term 4
- Year 1 students use 24mm lines from first semester; capable printers proceed to 18mm thirds in second semester
- Date on top left side from Year 1 but no margin (Pre Primary move towards writing date by the end of the year)
- Student Diary required for every Year PP and Year 1 student
- Common EDITING CODE poster supplied by school and displayed in classrooms

### **Year 2 and Year 3 Work Standard Expectation**

- Ruling up introduced in semester one to all students. Ruling up done in coloured pencil with one line on top and a standard ruler width margin (**no black, grey or brown please**)
- Work is to be dated on the top left side of the page
- Letter joins introduced in Year 3 – **Victorian Cursive script is recommended but will be phased out**
- Student name to be written on the top right side of the page (loose sheets)
- No graffiti permitted on any student work or equipment or files
- Maths workbooks should be completed using pencil
- Title under the top line commencing at the margin
- Student Diary required for every Year 2 and Year 3 student
- Common EDITING CODE poster supplied by school and displayed in classrooms

### **Year 4, Year 5 and Year 6 Work Standard Expectation**

- Standard blue or black pen for writing. Ruling up in red pen. Maths workbooks completed in pencil
- Not Neat REPEAT system adopted by teachers
- Ruling up in red line on top plus a standard ruler width margin
- All work to be dated and include student's name (loose sheets) – date left side, name right side (loose sheets)
- Introduce pen licence in Year 4
- Editing by students in red pen
- Student Diary required for every year 4, 5 and 6 student
- No graffiti permitted on any student work or equipment or files
- No scribbling out mistakes.
- Books to be covered and well presented (cover sheet on books acceptable)
- Common EDITING CODE poster supplied by school and displayed in classrooms

The use of liquid paper by students is **strongly discouraged**. Please avoid the use of erasers in writing as students are encouraged to demonstrate editing skills. This does not apply to use in Maths workbooks.