

Student Work Standards policy



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

Kindergarten expected work standard

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

Pre primary and Year 1 expected work standard

- Reinforce correct pencil grip
- Correct formation of letters and numbers. Victorian Cursive 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)
- Communication book as required
- Common EDITING CODE poster supplied by school and displayed in classrooms

Year 2 and Year 3 expected work standard

- 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
- 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 expected work standard

- 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.