

Work Standards - Expectations for Students

FALCON PRIMARY SCHOOL

(3/2019)

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 adopted*
- Communication Book 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 adopted*
- 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

- Correct formation of letters and numbers. *New South Wales script is adopted by Year 2*
- 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
- Not Neat REPEAT system adopted by teachers with consideration of individual ability of student
- Letter joins introduced in Year 3 – *New South Wales script adopted from 2020*
- 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 a lead pencil
- Title under the top line, centred and underlined.
- 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

- Correct formation of letters and numbers. *New South Wales script fully implemented by 2023*
- Ruling up in red line on top plus a standard ruler width margin
- Work to be dated and include student's name (loose sheets) – date left side, name right side
- Not Neat REPEAT system adopted by teachers with consideration of individual ability of student
- Introduce pen licence in Year 4 once cursive is adopted
- 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 completed using a lead pencil
- Standard blue or black pen for writing. Ruling up in red pen.
- Title under the top line, centred and underlined.
- Student Diary required for every year 4, 5 and 6 student
- Books to be covered and well presented (cover sheet on books acceptable)
- Common EDITING CODE poster supplied by school and displayed in classrooms

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