

## WORK STANDARDS - Year 1-3

*I've looked and made sure that;*

- ✓ My writing is neat and legible and sitting correctly on the dotted thirds.
- ✓ I've ruled up my page neatly with a red pencil.
- ✓ I've used a ruler to rule all lines.
- ✓ I've ruled up my page with;
  - two lines across the top.
  - A standard ruler width margin on the left-hand side.
  - A line across the bottom of the page.



- ✓ My name is on the right-hand side of the page.
- ✓ The date is on the left-hand side of the page.
- ✓ I've written a heading between the two top lines.
- ✓ I've only used pencil.
- ✓ If I have made a mistake, I've very carefully put a line through the middle of the word/sentence using a ruler and pencil.
- ✓ I have only used pencil to write maths problems and labels.
- ✓ I have only used pencil to draw graphs and pictures.
- ✓ I haven't used any textas in my workbook.
- ✓ If I am unsure how to spell a word, I have carefully underlined it with a pencil.
- ✓ When completing work on unlined paper I always rule faint lines top and bottom for my writing.
- ✓ When gluing, I use a small amount along the edges and centre the work correctly.
- ✓ I look after my equipment and do not lose it. If lost I must replace it promptly.

*I know that at Beverley DHS we strive to achieve excellence and I should produce a high standard of work at all times. I understand that if my teacher believes that I have not produced the best of which I am capable, then I will be asked to re-do my work.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_