

## WORK STANDARDS - Year 7-10

*I've looked and made sure that;*

- ✓ My writing is neat and legible.
- ✓ I've used a ruler to rule all lines.
- ✓ I've ruled up my page in red pen or pencil with;
  - two lines across the top
  - a standard ruler width margin on the left-hand side, and
  - 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.
- ✓ When writing, I've only used pencil or blue pen.
- ✓ If I have made a mistake, I've very carefully ruled a line through the middle of the word/sentence using a pencil.
- ✓ I have not used an eraser or liquid paper, unless it is my good copy.
- ✓ I have only used pencil to write 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 underlined it in pencil.
- ✓ When I start a new lesson in my workbook, I have left a line and then ruled off with two lines and written a new heading/date.
- ✓ I look after my equipment and do not lose it. If lost I must replace it promptly.
- ✓ I show respect for my work and file it away with care.



*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: \_\_\_\_\_