Class work Policy

A clear and concise set of notes from lessons is an essential component of revision for tests and examinations in the middle and senior school. The focus in the Junior School will be teaching prerequisite note taking and book work presentation skills.

Every fortnight each Executive member will meet with a group of students from classes to review notebooks and discuss class activities. This will provide a way to give staff specific, useful and positive feedback. A schedule will be distributed in week 2 of each term.

General College Expectations on Classwork

1. A notebook and/or class equipment must be brought to each lesson.
2. A notebook (electronic or paper) or folder is to be used to record notes/activities, when relevant, from each lesson.
3. A date should be recorded at the beginning of each lesson.
4. All handouts are kept in a folder or attached to the relevant notebook/folder.
5. Unless directed by a teacher, notes are to be presented in a structured format. Where appropriate, starting at Yr 5, notes should be continuous to facilitate easy revision.
6. Unless directed by the teacher, notes are to be presented in a structured format. From Year 5 notes should be continuous or in a format to facilitate easy revision.
7. Teachers, HODs and Executive members will review class work on a systematic way and give feedback to students and staff.
8. Personal learning goals should be included at the front of the class work note

Junior School Expectations

1. All teachers should communicate high expectations for student bookwork – neatness, setting out, legibility, and pride.
2. All pages should be dated.
3. All handwriting must be in the format required, as per the Queensland Syllabus, unless otherwise directed by the teacher:
   a. Prep to Yr 1 print script
   b. Yr 2 T1 -3 print script consolidation
   c. Yr 2 T4 print script and transition entries and exits
   d. Yr 3 By the end of the year all students should be writing in cursive script
   e. Yr 4– Yr 5 cursive.
4. Dynamic tripod pencil grip should be taught in Prep – Yr 1. It is expected all students from Prep to Yr 5 should use this grip.
5. Students must sit at the desk with the correct posture and correct position of the supporting arm.
6. Students must correctly use the lines in their book.
7. Margins should be ruled in all books containing written work.
8. Grid books are to be used for maths in Yrs 2 -5. Only one number should be written in each square and the number should be smaller than the square.
9. All sentences should begin with a capital letter and end with a full stop.
10. Students from Yr 2 should be introduced to the concept of writing in paragraphs and students from Yr 3 – Yr 5 should be making attempts to write in paragraphs.
11. Erasers are to be used sparingly. Smudges are to be avoided.

Faculty Based Expectations

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Teacher Expectations

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Effective January 2014