



## WRITTEN WORK POLICY

Date approved:	January 2014	Date policy updated:	03/03/2021	Date of next review:	2024
Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	Legislation (see below)				
References and legislation:	<p>The South African Schools Act (1996) as amended          The Constitution of the Republic of South Africa (1996)          National Education Policy Act (Act 27 of 1996)          Language in Education Policy in terms of Section 3(4)(m) of the National Education Policy Act (Act 27 of 1996)          Language Policy for Public Schools – Government Notice 1701 in Government Gazette No. 18546 on 19 December 1997</p>				
Scope:	SGB, School Management Team (SMT), Educator Staff, Learners				
Expiry date of the policy:	2024, provided there are not updates or changes.				
Objectives of policy:	To ensure that the work throughout the school is in a uniform style.				

**ARBOR PRIMARY SCHOOL****WRITTEN WORK POLICY**

1. Encourage written work where possible.
2. Subject files have written work policies; however, a standardized written work policy needs to be established.

**3. DATES****3.1. Foundation Phase**

In the top line:

<b><u>Grade</u></b>	<b><u>Term 1</u></b>	<b><u>Term 2</u></b>	<b><u>Term 3</u></b>	<b><u>Term 4</u></b>
<b>1</b>	No date and heading.	No date and heading.	Half way through the term: <ul style="list-style-type: none"> <li>• Maths: yyyy-mm-dd (numbers).</li> <li>• Other subjects: d, m.</li> </ul>	<ul style="list-style-type: none"> <li>• Maths: yyyy-mm-dd (numbers).</li> <li>• Other subjects: d, m.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Maths: yyyy-mm-dd – (numbers).</li> <li>• Other subjects: 8 January, no year necessary.</li> </ul>			
<b>3</b>	<ul style="list-style-type: none"> <li>• Maths: yyyy-mm-dd – (numbers).</li> <li>• Other subjects: 8 January, no year necessary.</li> <li>• First Additional Language (Afrikaans): 8 Januarie, no year necessary.</li> <li>• Underline.</li> </ul>			

**3.2. Intersen Phase****Place:**

- Mathematics: Quad books – top blocks.
- All Other Subjects: left hand side next to margin and underlined. Top line or after last piece of work.

**Method:**

- Mathematics: yyyy-mm-dd (numbers).
- First Additional Language (Afrikaans): 8 Januarie, no year necessary.
- All other subjects: 8 January, no year necessary.

**4. HEADINGS**

- 4.1. Foundation Phase – skip line after date.
- 4.2. Intersen Phase – next to date in the middle and underlined.

5. Leave a line after dates.
6. Ruling off must be done.

**7. MEDIUM**

Foundation Phase:

<b>Grade</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>1</b>	Wax crayons	Wax crayons Lead pencil	Pencil crayons Lead pencil	Pencil crayons Lead pencil
<b>2</b>	Lead pencil			
<b>3</b>	Lead pencil	Lead pencil	Lead pencil / blue pen	Blue pen

Intersen Phase:

Grade 4 – 7 – **blue pen**. Other colours used at the discretion of the educator. Green is for educator’s use only.

**8. WRITING**

<b>Grade</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>1</b>	Patterns tracing	Print	Print	Print
<b>2</b>	Print	Print	Lower case cursive, cursive patterns.	Lower case cursive, some upper case cursive letters.
<b>3</b>	Print, cursive. Once cursive has been mastered, all writing will be done in cursive with labelling done in print.			

Grade 4-7 – **cursive except labels**. Exceptions will be made for learners with writing difficulties or those learners that come from schools where cursive handwriting was not taught.

Check handwriting in **all** subjects.

**9. COLOURING**

9.1. Foundation Phase: Wax crayons and pencil crayons.

9.2. Grades 4 – 7: Colouring should only be done if it has an educational purpose, e.g. maps. All other aesthetic colouring should be done at the discretion of the learner.

**10. PASTING**

Cut out neatly with page centralized. Avoid paper wastage. Back to back and flapping of worksheets must be used where possible. Fill up blank pages and spaces.

**11. CORRECTIONS**

11.1. Grade 1 corrections done in red crayon. For the rest of all the grades, all corrections must be done in pencil. Words to be corrected above. If there are numerous corrections, then a correction exercise must be done underneath.

11.2. Scratching out is not acceptable. Grade 1 and 2: put a cross next to work and rewrite. Grade 2’s may erase. Grade 3 – 7: pencil line through the word and write above.

11.3. No correction fluid or tape is allowed.

11.4. Sketches and drawings: All labels need to be done in pencil with labels on right side with a 5 cm margin done in pen and print.

11.5. Mathematical corrections: Next to incorrect sum or underneath if space does not allow.

**12. GENERAL**

12.1. The Junior font or Cami Primary font will be used as a reference for handwriting print style.

12.2. All teachers Grade 1 – 7 must have reference charts with both upper- and lower-case letters as well as a number formation chart, displayed in the classroom. Grade 1’s will have print charts and grades 2 to 7 will have cursive charts.

12.3. Lines used for each grade:

<u>Grade</u>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
<b>1</b>	Blank	17 mm	17 mm	17 mm
<b>2</b>	Speckled guideline 10 mm	Speckled guideline 10 mm	Feint and margin	Feint and margin
<b>3</b>	Feint and margin	Feint and margin	Feint and margin	Feint and margin
<b>4 – 7</b>	Feint and margin	Feint and margin	Feint and margin	Feint and margin

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**MR P.A. ARENTSEN**  
**PRINCIPAL**

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**NAME: \_\_\_\_\_**  
**CHAIRPERSON SGB**

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**NAME: \_\_\_\_\_**  
**DISTRICT OFFICIAL**