



## Standards and Expectations

*Minimum expectations for student uniform & work presentation standards*

### COLLEGE UNIFORM:

All students are required to wear the Kinross College uniform; ***this is agreed to in the conditions of enrolment by both parent and student.*** The specifics of this requirement are:

- Students must wear a Kinross College polo shirt (with a KC logo) and navy blue shorts, trousers or dress as supplied through the College uniform supplier.
- Skirts are no longer part of the College uniform. Girls have the option to wear the cuffed KC logo'd shorts or KC dress option.
- Only the boys, or girls, KC logo'd shorts are now acceptable.
- Jumpers, sweaters and jackets must be navy blue with the KC logo only.
- Trousers and track pants must be navy blue; items purchased through the uniform supplier will have the KC logo. If purchasing elsewhere, sporting logos or stripes are not acceptable, baggy track pant, fleece styles are not acceptable.
- If tights are worn, they must be navy blue.
- Makeup is to be kept to a minimum and inconspicuous; hair must be tied back and any colouring is not to be excessive.
- Face piercing is not acceptable.
- Handbags are not acceptable.
- Shoes must be a laced, closed-in style.
- Students must have a change of clothing for Physical Education. This means a separate pair of shorts and t-shirt for active pursuits. These items are available from the uniform supplier and will be a condition of inclusion for College sporting events.

The intent is to raise the standard of presentation of our College and students. Your support in ensuring your child is suitably dressed for school will go a long way in maintaining our students' reputation as Kinross College's best ambassadors.

Refer to the [Dress code](#) page of our website for the uniform supplier price list and contact information.

## **STUDENT WORK PRESENTATION STANDARDS:**

Students will require separate A4 lined notebooks for each subject. Please do not purchase multi-subject books as it makes it very difficult for teachers to mark student work.

### ***All students will be expected to have, every day, as a minimum;***

- separate A4 lined notebooks for each subject
- blue pen
- black pen
- red pen
- ruler
- eraser
- pencil
- pencil sharpener

### ***Other items, which may be required in specialised subjects, include;***

- calculator
- geometry set
- colouring pencils
- scissors

These are items that teachers will not provide to your child and which are essential to the completion of their work.

As part of our drive to raise standards, there are also expectations regarding the completion, quality and presentation of class work and assignments.

- It is expected that students will submit their work by the specified due date.
- Late submissions will be accepted up to three days later, but the grade awarded will be reduced by 10% per day.
- After the three days, assignments will be marked and students will be provided with feedback, but will not be awarded a grade. This will therefore affect their semester result.

We ask that you actively support and encourage your child to meet this expectation.

It is also expected that students submit only their own original work. Please remind your child, as they are working on their assignments, that plagiarism is not acceptable, and that they would not qualify for a passing grade on that assignment.

Our aim is to instil a sense of pride in their work in our students, and consequently if the standards are not met, students will be expected to redo the assignment or class notes. Again, we ask for your support in this matter.

If your child is one of the many at the College who have an iPad, the expectations are just as rigorous. Firstly, all students are expected to comply with the College Electronic Device policy. This means that if your child misuses the technology, they will be directed to hand in their device at the administration office until the end of the day. They will then complete their class work in their subject notebook. As per our Electronic Device policy, if your child infringes three times, you will be contacted to collect the device. Secondly, it is expected that students will keep their notes organised and submit them electronically on a weekly basis to their subject teacher. Finally, it should be understood that there are occasions when the use of an iPad may not be appropriate to the task, and that the teacher will therefore direct your child to complete the work in their subject notebook.

Please show your support for the College and our students' education by discussing these points with your child and taking an interest in the work they complete at home and at school. This process is about ensuring consistency for all members of the College community and is unashamedly linked to our business plan aim of raising student achievement and standards.

# Student Workbook Presentation Standards

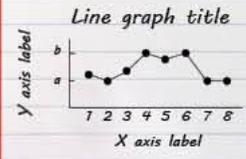
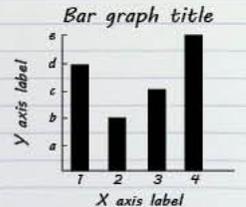
Ruling up in **RED** pen with a 2.5 cm left margin.

'Classwork' or 'Homework' to be noted.

Title, date and Main Learning Objective (M.L.O.) at the beginning of each lesson.

Notes to be made in **blue** or **black** pen.

<b>Classwork</b>	<i>The Personnel Manager's Dilemma</i>	<i>12/3/13</i>
	<u>M.L.O.</u> <i>To define the course and set personal targets.</i>	
	<u>What does it mean?</u>	
	<u>Personnel</u>	
<i>My guess</i>	<i>Person in an organisation.</i>	
<i>Dictionary</i>	<i>Persons employed in any service.</i>	
	<u>Dilemma</u>	
<i>My guess</i>	<i>A hassle or something confusing.</i>	
<i>Dictionary</i>	<i>Two or more choices, both of which are unattractive.</i>	
	<i>The Personnel Manager's Dilemma</i>	
	<i>The difficult choice(s) faced by the employee's manager.</i>	
	<u>Positive ways of being involved in the task:</u>	
<i>My target</i>	<ul style="list-style-type: none"> <li>• <i>Take a full part in the discussion.</i></li> <li>• <i>Offer positive, relevant ideas, information and opinions.</i></li> </ul>	
<b>Classwork</b>	<i>Formatting your page</i>	<i>12/3/13</i>
	<u>M.L.O.</u> <i>To learn the appropriate formatting for your page.</i>	

<b>Classwork</b>	<i>Fractions</i>	<i>14/3/13</i>
	<u>M.L.O.</u> <i>To demonstrate an understanding of fractions</i>	
1		7
2		8
3		9
4		10
5		11
6		12
<b>Classwork</b>	<i>Graphing</i>	<i>14/3/13</i>
	<u>M.L.O.</u> <i>To learn the appropriate formatting for your page.</i>	
	<i>Every graph should include:</i>	
	<b>Label</b>	<b>Units</b>
	<b>Scale</b>	<b>Title</b>
		
		

In Mathematics, rule an extra margin in the middle of the page. This example shows how to rule up on maths graph paper.

Line graphs are for CONTINUOUS data.

Bar/column graphs are for DISCRETE data.

Scale should be at equal intervals. The MEASURED variable goes on the X axis. The CHANGED variable goes on the Y axis.

Use a SHARP pencil for graphs.