

## EXERCISE BOOKS/FORMATS

- Team leaders will inform the Principal of their team's stationery requirements for the next year, in October.
- Teachers need to encourage neatness and economical use of all pages.
- **Language Books**  
Work always should be dated. Leave one line blank under the date and then begin work on next line close to the margin. On completion of task rule off on the next blank line beginning at the margin. Ensure children hold and use the ruler correctly.
- Error – One line ruled through and write correctly above, limit use of rubbers
- Work should be marked regularly and dated and signed by the teacher.
- Be careful that your written comments are helpful to the child. If you need to be negative, discuss this with the child in 1 – 1 situation and then always end on a positive note.
- Children work on paper when the Class Teacher is absent and a reliever is employed.
- **Maths Books** – Fold page in half and work downwards. Children rule margins two squares in from the left on both columns of the page designated by the fold.  
Remember: 1 square 1 numeral but this does not apply to letters of words – Just write with normal spacing across squares neatly.
- **Spelling notebooks** for a list of words for personal learning (words drawn from written language that they can nearly spell correctly) should have 3 columns drawn up on the right hand side for Partner, Parent & Teacher testing. Teachers must check that words have been copied correctly into notebooks.

### HOW TO WRITE A LETTER

Look carefully at the letter below . . . It is a sample letter to show you HOW to write a letter correctly.

The beginning of a letter needs :

- An address
- The date

*Remember to miss a line after writing the date*

Dear \_\_\_\_\_ (whoever you are writing to)

Start your letter on a new line.

When you have finished writing your letter, look carefully at how you must end it correctly. Whatever ending you choose, make sure your name is on a new line.

<p>Room B10 Finlayson Park School 85 John Walker Dr. Manurewa</p> <p>8 August 2004.</p> <p>Dear Mrs Maihi</p> <p>I am writing this to show you that I can write a letter correctly. I am trying hard to do my best handwriting. I am trying to put full stops at the end of every sentence. Everyday I write stories about my interests and I begin sentences with capital letters. I hope you like my letter.</p> <p>Yours sincerely John Wilson</p>	SAMPLE
<p>OR: Love from John</p>	<p>(To family or friends)</p>