



# CARINE SENIOR HIGH SCHOOL

*Seeking Excellence in Education*

# Getting Organised

## YEAR 7 2024



## A Guide for Lower School Students

Students may feel unsure of how to organise themselves when they start high school and parents may be unsure of how to support their children.

*This guide is designed to assist you with this.*

## STATIONERY

All students require the stationery items on the booklist for their year group. Stationery should be kept in a large pencil case or two smaller ones if you prefer. It is handy if the pencil case is big enough to hold their scientific calculator too.

Spares of stationery items may be left safely at home until needed.

***Please see your **Campion** booklist for specific stationery requirements. There is also a reference to textbooks as an optional purchase for parents for Maths, English, Science and HASS.***

## STUDY AND HOMEWORK

We will let you know about school programs to help your child get organised with study and homework next year. We recommend your child uses their diary to help them to manage approximately 4 hours of homework and study each week.

## STUDENTS REQUIRE THE FOLLOWING IN THEIR PENCIL CASES:

- coloured pencils and textas
- 2B and HB lead pencils, an eraser and a pencil sharpener
- protractor
- red and blue pens
- a 30cm ruler
- glue and scissors
- highlighters
- USB



## THE FIRST DAY

On the first day of school, it can be hard to know what to bring. Year 7 students will not start their timetable until the second day, although they will still need their pencil case for transition activities. All students will need their pencil cases with the stationery listed as well as their organised ring binder file.

Students will be given their timetable on the first day of school. A copy can be kept at home so your child can be organised with what they bring with them to school every day. Taking a photo or copy of your timetable can be handy.

## FILES

The ring binder file is designed to be used at school. Dividers are used for Maths, English, Science, HASS, French or Extra Literacy. The remaining dividers can be used for the two courses in The Arts and Technologies each semester.



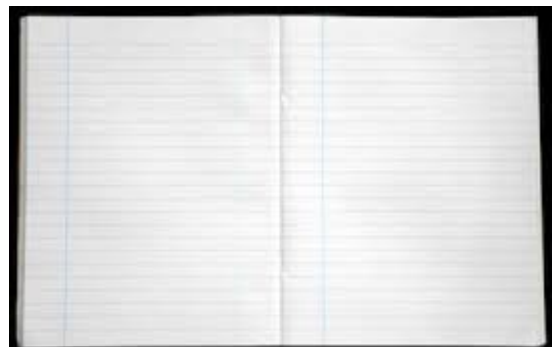
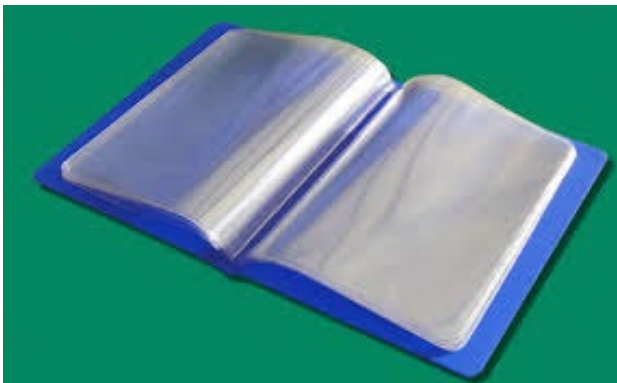
Put a small amount of loose, lined paper in each section and a couple of plastic sleeves for the handouts received. Students may use the mini hole-punch in class to file handouts or keep them safe in the plastic sleeve for filing at home later.

## FILING AT HOME

At the end of a unit of work, often at the end of the term or semester, students should transfer their completed work from the ring binder file into the lever arch file which is kept at home. Date each page for easy reference. This will reduce what students need to carry in their bags each day.

## EXERCISE BOOKS AND DISPLAY FOLDERS

You will see from the booklist, some courses require an exercise book. Others require a display book or document wallet. Often these are stored at school; your child's teacher will let them know. Students must have everything they need for each class.



# A GUIDE FOR STUDENTS

## FORMATTING TYPED ASSIGNMENTS

- Create folders on your computer and/or thumb drive for your courses before you save your documents.
- Times New Roman, Arial, Verdana and Calibri in 12 point are the most acceptable fonts for your printed work.
- Do not use Word Art to create fancy headings. Word Art does not have spellcheck and will not add to the marks you will be given for your writing.
- Do not **bold**, *italicise* or underline in the main body of your text.
- Centre your titles only. Do not centre your text. The text should be left-justified.
- Create one document for each assignment. Do not create a separate document for your cover page or bibliography.
- It is better to use double-line spacing rather than a large font. Headings can have a larger font.
- Insert a header with your name and a footer with the file name. This information will appear on every page.

**ASSIGNMENT**

## SETTING OUT WRITTEN WORK

- Put your full name at the top of the page next to the margin, and the date on the opposite side of the page.
- If your lined paper has no margins printed, you will need to rule a 3cm margin. Do not write in the margins.
- Blue or black pens should be used for all writing unless you are asked to use a pencil.
- Use capital letters for proper nouns and at the beginning of sentences.
- If you make a mistake place a straight line through it. Do not scribble errors out. Do not scribble on the work you are going to hand in.

	Your name in upper and lower case letters should appear here	The title should be in the centre	The date helps you organize your file
	Alex Smit-Lee	Spelling Practice	04/02/20
3cm Margin			