

Bookwork Policy

Pimpama State School



Rationale:

At Pimpama State School we promote and advocate the development and maintenance of a high standard of written book work and presentation from our students. The standard of bookwork and the presentation of work in general is a primary method by which parents and others form opinions about the school.

Students' books also hold the evidence of teaching, learning and assessment and reflect commitment of quality and effort by students. It is imperative students develop automaticity in bookwork habits which allows each successive teacher to build upon the foundations established in earlier grades.

This policy defines consistent standards and expectations across the school. As teachers, we accept the responsibility to explicitly teach excellence in bookwork to our students and celebrate their successes.

Context:

Each teacher will:

- Focus on high standards of student presentation and handwriting in every classroom;
- Regularly correct student work and provide feedback to each student

Aim:

Pimpama State School Bookwork Policy aims to allow teachers to guide children to develop a sense of pride and achievement in neat, well-presented bookwork and to ensure consistency of presentation throughout the school in addition to developing self-confidence in our learners. It would be expected that on occasions teachers would use their professional judgement to vary bookwork guidelines to allow for specific tasks and individual creativity.

At Pimpama State School, the expectation is that students will write using Qld Cursive, however, consideration will be given to students requiring differentiation. E.g. Qld Print

Handwriting Sequence

Prep – QLD Print

Year One – QLD Print

Year Two – QLD Entries & Exits and Joins

Year Three – Joins and QLD Cursive

Year 4 – 6 - QLD Cursive

The role of the teacher:

- Expect high standards of bookwork.
- Acknowledge work by initialling and dating/ticking/commenting on each page/piece of student work, including homework.
- Celebrating quality work through stickers, certificates, written comments, display.
- Recognise and utilise word processing and publishing as a part of bookwork.
- Explicitly teach how to rule and present excellent bookwork.
- Explicitly teaching Queensland Modern Cursive script through handwriting lessons.
- Regularly check bookwork and ensure student understanding of editing and proofreading codes.

The role of the leadership team

- The leadership team will ask to view samples of bookwork or improved bookwork to support and encourage children.
- Students can showcase their work to any member of the leadership team.

Use of photocopied worksheets

The use of photocopied worksheets is educationally justified to supplement children's learning however they should not form the core of the teaching and learning. Teachers should ask, "**What is the educational justification for using this worksheet?**" Valued worksheets should be trimmed and glued neatly into student's books with no edges protruding.

Years 1 - 3	All English / Writing Books
Margin	Standard wooden ruler width ruled with pencil from top line to bottom line
Ruling Off	When work is complete, leave one line, rule off the next line in red pencil
Long Date	At beginning of each section of work, e.g. Friday 4th December 2020
Pages	Used consecutively and completely where appropriate to do so
Photocopied sheets	Neatly trimmed and attached so as not to protrude from book
Writing Instrument	HB Pencil (sharp)
Title	Written in first blue line in the centre of the page, underlined
Books will be neat, legible and free of graffiti and scribble Teachers will acknowledge every page/day's work – e.g. stamp, initial	

Years 1 - 3	Mathematics Books
Ruling up	Top and Bottom lines ruled with pencil and ruler across entire page
Ruling Columns	Pages folded vertically to form 2 or 4 columns where appropriate Columns ruled with pencil
Short Date	Written on top line, left hand side of page <u>or</u> immediately under last ruling off, e.g. 4-12-20
Pages	Used consecutively and completely. Rule off at the end of each day.
Title	(Orientates children to lesson) Under date at beginning of work Leave one line blank before working
Operations	Start work in 3 rd box in from the side One number is written in each box Leave two (2) lines between operations
Photocopied sheets	Neatly trimmed and attached so as not to protrude from book
Writing Instrument	Pencil only
Books will be neat, legible and free of graffiti and scribble. Teachers will acknowledge every page/day's work.	

Years 4 - 6	All English / Writing Books
Margin	Standard wooden ruler width ruled with red pen from top line to bottom line For Spelling Books only: no margin Pages folded vertically to form 3 or 4 columns Columns then ruled on folds with red pen
Ruling up	Top line ruled with red pen and ruler across the entire page Bottom line ruled with red pen and ruler across the entire page
Ruling Off	When work is complete, leave one line, rule off the next line in red pen to the edge of the page At the start of each day rule a 2 nd red line across the page
Long Date	At beginning of each section of work, e.g. Friday 4th December 2020
Pages	Used consecutively and completely when possible
Photocopied sheets	Neatly trimmed and attached so as not to protrude from book
Writing Instrument	HB Pencil Year 5-6 students may use a blue/black pen with attainment of a pen licence
Title	Written in centre of line. Underlined
Errors	Rubbed out or a single line through the word Errors in pen may be corrected with a single line through the word with a ruler
Books will be neat, legible and free of graffiti and scribble. Teachers will acknowledge every page/day's work.	



Years 4 – 6	Mathematics Books
Ruling up	Top and Bottom lines ruled with red pen and ruler to the edge of the page
Ruling Columns	Pages folded vertically to form 2, 3 or 4 columns. Columns ruled with red pen
Short Date	Written on top line, left hand side of page <u>or</u> immediately under last ruling off, e.g. 4-12-20
Title	Centred at top of column under date or next to date Rule under title in pencil Leave one line blank before working
Pages	Used consecutively and completely
Operations	Start work in 3 rd box in from the side One number is written in each box Leave two (2) lines between operations
Photocopied sheets	Neatly trimmed and attached so as not to protrude from book
Writing Instrument	HB Pencil only
Books will be neat, legible and free of graffiti and scribble. Teachers will acknowledge every page/day's work.	

