



BOOKWORK POLICY AND PROCEDURES

Quality Bookwork in Every Classroom

Rationale

At Bald Hills 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.

Student bookwork will become reference points.

Aim

The Bald Hills 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.

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
- ✎ Celebrate quality work through stickers, certificates, written comments and display
- ✎ Recognise and utilise word processing and publishing as a part of bookwork
- ✎ Explicitly teach how to rule and present excellent bookwork
- ✎ Promote correct pencil grip, posture, use of materials, and share this with parents
- ✎ Explicitly teach Queensland Modern Cursive script through handwriting lessons
- ✎ Regularly check bookwork and ensure student understanding of editing and proofreading processes
- ✎ Recognise the importance of word-processing, Desk Top Publishing and Multi-media presentations as part of bookwork standards

The role of the Admin Team:

- ✎ The Admin Team will ask to view samples of bookwork to support and encourage children
 - ✎ Students can showcase their work to the Admin Team when organised by the classroom teacher
 - ✎ Classroom observations will include processes to randomly check bookwork to maintain consistent standards across all classrooms
- The Admin Team will organise the Instructional Gallery to promote bookwork expectation with the school community and to promote consistency between classes



The role of the parents:

- ✎ Encourage children to complete work carried out at home, in a way that is supportive of this policy
- ✎ Ensure all books are covered suitably
- ✎ Provide children with the minimum writing requirements designated by each teacher

Equipment

As students learn the proportions between letters and numbers and letter and number placement they progress through these stages:

Blank and Lined Books

- Prep – 2 Blue Lined (18mm) books initially and progress to 25mm to 18mm Blue/Red lined books
- Year 3-4 Use 11mm Blue/Red lined books
- Years 5-6 Use 8mm lined books.
- Multi age classes across the year levels may use the same books as determined by the teacher.

Graph Books

- Prep – 6 10mm graph books

Pencils and Pens

- Prep – 2 Use Triangular pencils Prep/1 and progress to round in year 2
- Prep – 1 Pencil Grip
- Years 1-4 HB Pencils
- Prep – 3 Red Pencil for Ruling
- Years 4-6 Work towards Red Pen for Ruling
- Years 5-6 HB Pencils and work towards pen licence



Bookwork Protocols

Years P - 2

All English/Writing Books

Margin	Standard wooden ruler width ruled with red pencil from top line to bottom line
Ruling up	Top line ruled with red pencil and ruler across entire page
Ruling Off	When work is complete, leave one line, rule off the next line in red pencil to the edge of the page
Date	In left hand margin at beginning of each section of work e.g. 22-10-12
Pages	Used consecutively and completely where appropriate to do so
Photocopied sheets	Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue within margin.
Writing Instrument	Sharp Pencil only Red Pencil for Margin
Errors	Rubbed out unless directed by teacher to place a single line through the error.
Title	Written in first set of blue lines next to left hand margin
Numbers	Placed on left edge not in margin
Covers	Books to be protected with covers, plastic, paper, contact

Books will be neat, legible and free of graffiti and scribble
Teachers will acknowledge every page/days work (PPP)
Appropriate handwriting for age unless teacher directed as part of individual improvement plan



Prep Year – Semester 1

~~2-4-13~~

I like the big
bad pig.

3-4-13

I like the girl in
the little red coat.

Lines: 18mm blue faint



Year 1

2-7-17

The Red Dog

Once upon a time a
dog called Ruffie sat
alone in a pet shop.

3-7-17

Reading

1. The dog is red.



Year 2

~~6-7-17~~

~~The Red Dog~~

~~A red dog sat all
alone on the hard
pet shop floor.~~

~~8-7-17~~

~~Reading~~

~~1. She was red.~~

~~2. "You poor doggie."~~



Bookwork Protocols

Years 3-6

All English/Writing Books

Margin	Standard wooden ruler width ruled with red pen/pencil from top line to bottom line
Ruling up	Top line ruled with red pen/pencil and ruler across entire page Bottom line ruled with red pen/pencil and ruler across entire page
Ruling Off	When work is complete, leave one line, rule off the next line in red pen/pencil to the edge of the page
Date	In left hand margin at beginning of each section of work e.g. 22-10-12
Pages	Used consecutively and completely where appropriate to do so
Photocopied sheets	Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue within margin.
Writing Instrument	Sharp Pencil only Year 5 and 6 students able to write in blue pen at teacher discretion (Pen Licence)
Errors	Rubbed out unless directed by teacher to place a single line through the error. Errors in pen will be corrected with a single line through the word.
Title	Written in first set of blue lines next to left hand margin, underlined in red pen
Numbers	Placed on left edge not in margin

Books will be neat, legible and free of graffiti and scribble

Teachers will acknowledge every page/days_ work

Appropriate handwriting for age unless teacher directed as part of individual improvement plan



Year 3 & 4

25/10/17

The Red Dog

Once upon a time, not long ago there was a dog called Ruffie sitting all alone on a cold hard pet shop floor.

26/10/17

Reading Comprehension

1. The dog was a red colour.
2. She was waiting to be fed.



Year 5 & 6

27/10/17

Reading Comprehension

1. Goldilocks is the main character.
2. The largest is the Big Bear. The second is the Middle-sized Bear, and third largest is the Small Bear.
3. The first bowl was too hot.
4. The second bowl was too cold.
5. The third bowl was just...

20/11/17

Vocabulary

1. A Troll is a very large mythical creature in the shape of a human.
2. Trolls are a standard feature of fantasy stories, such as in the Artemis Fowl series by Eoin Colfer.
3. Troll is a word that came to the English language from the Vikings.
4. Troll is a word for an online tease.



Bookwork Protocols

Years P - 2

Mathematics Books

Ruling up	Top line ruled with red pen and ruler across entire page
Ruling Columns	Pages folded vertically to form 2 or 4 columns where appropriate Columns ruled with red pencil
Date	Written on top line, left hand side of page or immediately under last ruling off e.g. 22-10-12
Pages	Used consecutively and completely
Title (Orientates Children to lesson)	Under date at beginning of work Leave one line blank before working
Photocopied sheets	Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue within margin.
Writing Instrument	Sharp Pencil only Red Lead for Margins
Errors	Rubbed out unless directed by teacher to place a single line through the error.

**Books will be neat, legible and free of graffiti and scribble
Teachers will acknowledge every page/days' work**

Years 3 - 6

Mathematics Books


Ruling up	Top line ruled with red pen/pencil and ruler across entire page
Ruling Columns	Pages folded vertically to form 2 or 4 columns where appropriate Columns ruled with red pen/pencil
Date	Written on top line, left hand side of page or immediately under last ruling off e.g. 22-10-12
Pages	Used consecutively and completely
Title (Orientates Children to lesson)	Under date at beginning of work Rule under title in red pen/pencil Leave one line blank before working
Photocopied sheets	Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue within margin.
Writing Instrument	Sharp Pencil only Red Pen/Pencil
Errors	Rubbed out unless directed by teacher to place a single line through the error.

**Books will be neat, legible and free of graffiti and scribble
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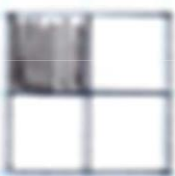


2 2 - 1 0 - 1 2

Fractions

$$\frac{1}{2} =$$


$$\frac{1}{2} =$$


$$\frac{1}{4} =$$


$$\frac{1}{4} =$$


$$\frac{1}{3} =$$


$$\frac{1}{3} =$$
