



# *Book Work Policy*

*Imagine - Innovate - Inspire*

*Supporting the DDSW Region 2013 Charter of Expectations – Quality Bookwork in Every Classroom*

## ***Rationale:***

*At Blackbutt 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.*

## ***Aim:***

*The Blackbutt 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.*



### ***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*
- ✎ Explicitly teach Queensland Modern Cursive script through handwriting lessons*
- ✎ Regularly check bookwork and ensure student understanding of editing and proofreading processes*

### ***The role of the Principal:***

- ✎ The principal will ask to view samples of bookwork to support and encourage children*
- ✎ Students can showcase their work to the principal when organised by the classroom teacher*
- ✎ Classroom observations will include processes to randomly check bookwork to maintain consistent standards across all classrooms.*

### ***Use of photocopied worksheets***

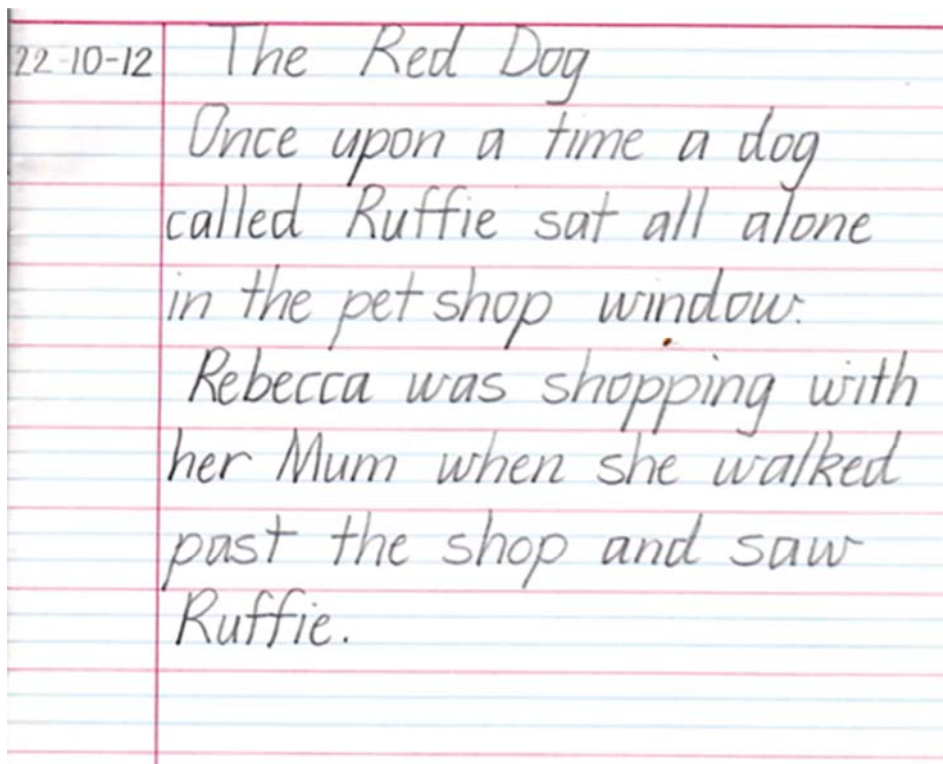
*The use of photocopied worksheets is educationally justified to supplement children's learning however they should not form the core of the teaching and learning. Teachers should ask, "What is the educational justification for using this worksheet?" Valued worksheets should be trimmed and glued neatly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



# Bookwork Protocols

Years 1-3	
All English/Writing Books	
Margin	Standard wooden ruler width ruled with red pen from top line to bottom line
Ruling up	Top line ruled with red pen and ruler across 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
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
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 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	

## English Sample Years 1-3



# Bookwork Protocols

Years 4-7	
All English/Writing Books	
Margin	Standard wooden ruler width ruled with red pen from top line to bottom line
Ruling up	Top line ruled with red pen and ruler across entire page Bottom line ruled with red pen and ruler across 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
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 7 Students are able to write in blue pen at teacher discretion
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 centre of line, underlined in red pen
Numbers	Placed 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	

## English Sample Years 4-7

28-02-12	<p style="text-align: center;"><u>Narrative Structure</u></p> <p>Purpose: to entertain people (readers)</p> <p>Structure: this section does four things</p> <ul style="list-style-type: none"> <li>* sets the scene</li> <li>* introduces the characters (who)</li> <li>* time (when)</li> <li>* gives an inkling about what might happen</li> </ul> <p>Complication:</p> <ul style="list-style-type: none"> <li>* a problem affects the character/setting</li> <li>* a series of things could happen</li> </ul> <p>Resolution:</p> <ul style="list-style-type: none"> <li>* problem is resolved</li> </ul> <p>Conclusion:</p> <ul style="list-style-type: none"> <li>* characters resume normal life.</li> <li>* cliffhanger/unknown</li> </ul>
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# Bookwork Protocols

<b>Years 1-3</b>	
<b>Mathematics Books</b>	
<i>Ruling up</i>	<i>Top line ruled with red pen and ruler across entire page</i>
<i>Ruling Columns</i>	<i>Pages folded vertically to form 2 or 4 columns where appropriate Columns ruled with red pen</i>
<i>Date</i>	<i>Written on top line, left hand side of page or immediately under last ruling off</i>
<i>Pages</i>	<i>Used consecutively and completely.</i>
<i>Title (Orientates children to lesson)</i>	<i>Under date at beginning of work Leave one line blank before working</i>
<i>Photocopied sheets</i>	<i>Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue within margin.</i>
<i>Writing Instrument</i>	<i>Sharp Pencil only</i>
<i>Errors</i>	<i>Rubbed out unless directed by teacher to place a single line through the error.</i>
<i>Books will be neat, legible and free of graffiti and scribble Teachers will acknowledge every page/days' work</i>	


<b>Years 4-7</b>	
<b>Mathematics Books</b>	
<i>Ruling up</i>	<i>Top and bottom line ruled with red pen and ruler across entire page.</i>
<i>Ruling Columns</i>	<i>Pages folded vertically to form 2 or 4 columns where appropriate Columns ruled with red pen</i>
<i>Date</i>	<i>Written on top line, left hand side of page or immediately under last ruling off</i>
<i>Pages</i>	<i>Used consecutively and completely.</i>
<i>Title (Orientates children to lesson)</i>	<i>Under date at beginning of work Rule under title in red pen Leave one line blank before working</i>
<i>Photocopied sheets</i>	<i>Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue within margin.</i>
<i>Writing Instrument</i>	<i>Sharp Pencil only</i>
<i>Errors</i>	<i>Rubbed out unless directed by teacher to place a single line through the error.</i>
<i>Books will be neat, legible and free of graffiti and scribble Teachers will acknowledge every page/days' work</i>	




# Maths Sample


2 2 - 1 0 - 1 2

Fractions


$\frac{1}{2} =$  

$\frac{1}{2} =$  

$\frac{1}{4} =$  

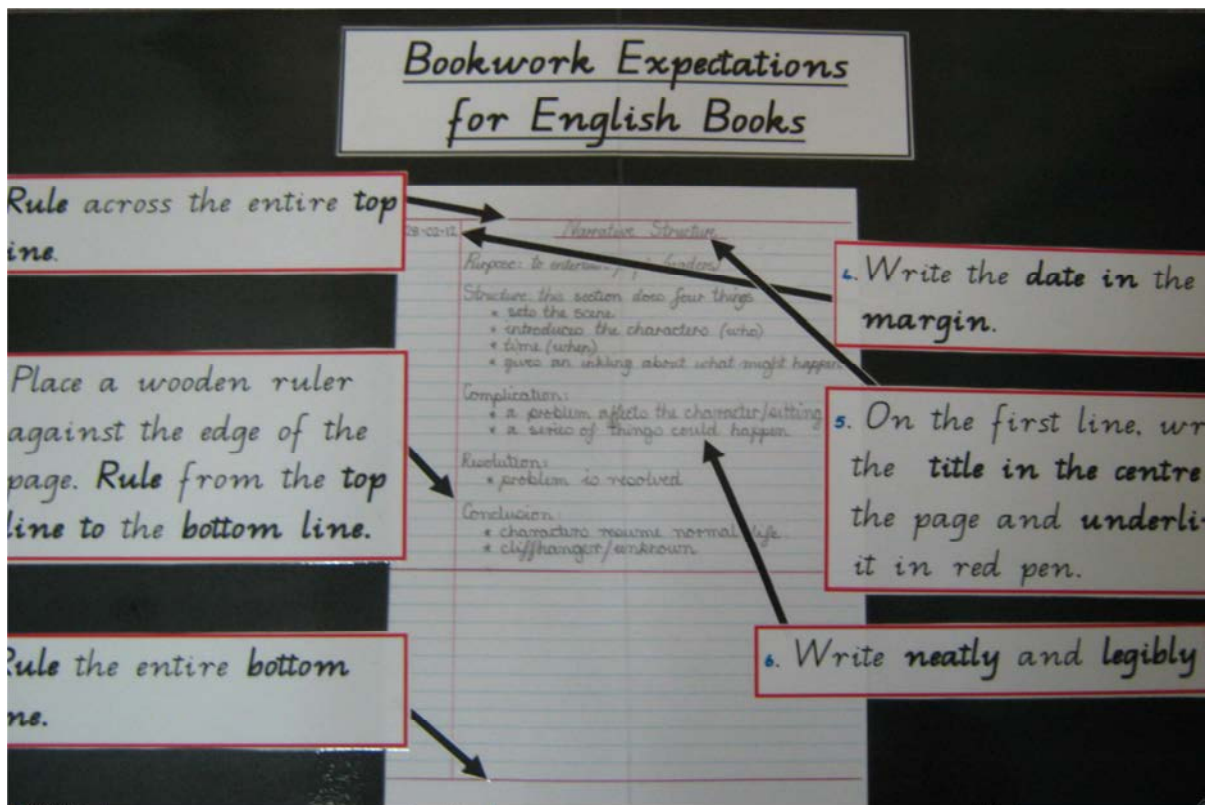
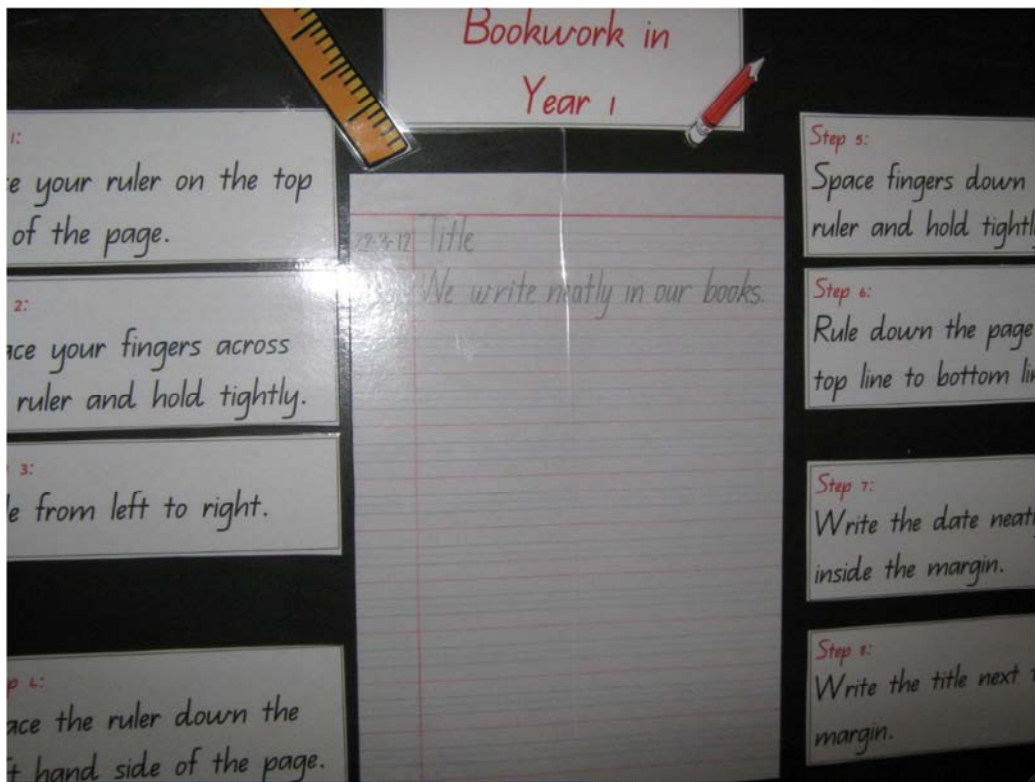
$\frac{1}{4} =$  

$\frac{1}{3} =$  

$\frac{1}{3} =$  



# Examples of Classroom Display for Book Work Expectations



This document is based on one produced at Caravonica SS and in consultation with principals of the Kingaroy Southern Cluster.