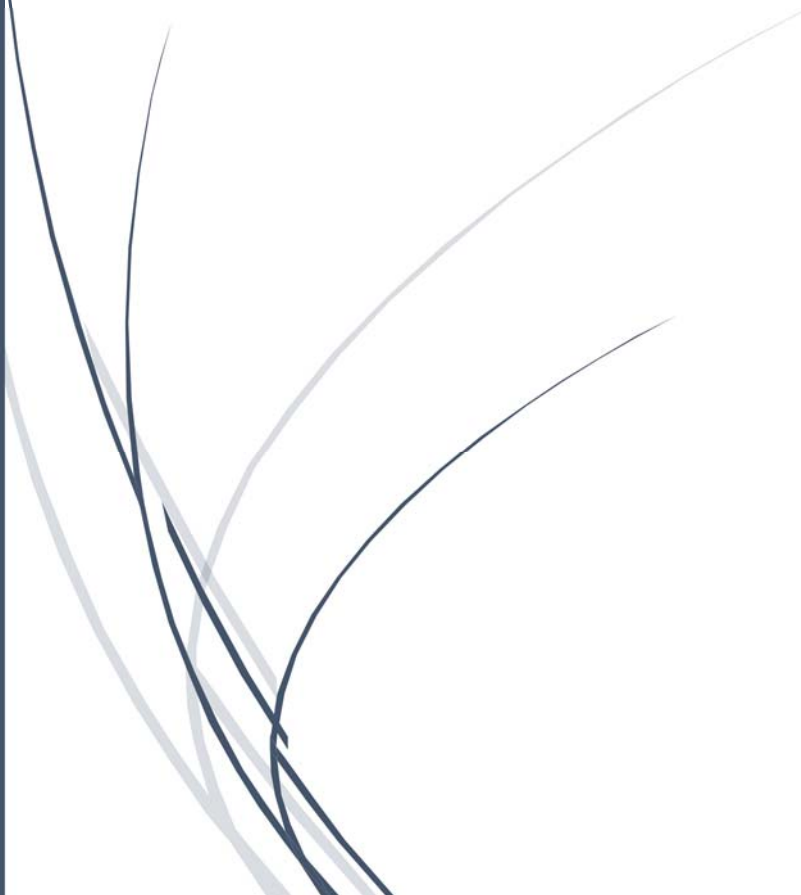




Benarkin

State School

BENARKIN STATE SCHOOL – Bookwork Policy



At Benarkin State School we promote and advocate the highest standards of written work and presentation from our students. High expectations and standards in this area keep the focus on quality work at all times. We accept the responsibility to educate our students and their parents about handwriting skills and acceptable standards of bookwork.



Student's 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.

At Benarkin State School, we believe:

- Students enter school with pre-handwriting abilities and experiences
- Students need time and opportunity to develop correct handwriting styles
- Students need encouragement to develop correct handwriting style and bookwork presentation
- Students need the opportunity to present and display written work for different purposes and audiences.

Responsibilities:

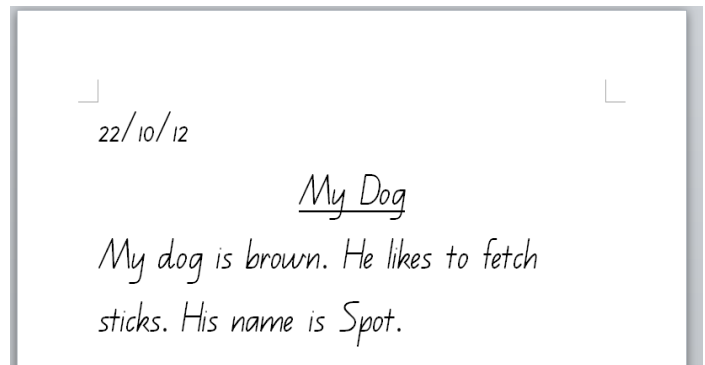
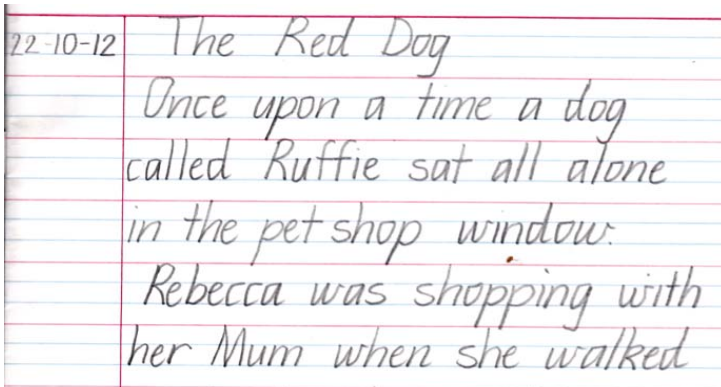
The role of the teacher:	The role of the student:	The role of the parent:
<ul style="list-style-type: none"> • Provide regular writing lessons that promote 'NSW Foundation Style' writing • Promote correct posture, pencil grip, use of materials, and share this with parents • Expect high standards of bookwork, providing regular practise from the blackboard. • Regularly check bookwork • Provide a variety of experiences for children to practise with a variety of instruments and in a variety of contexts • Provide opportunities to share good bookwork • Celebrate good work through use of stickers, stamps, certificates, written comments for neatness, style and presentation. • Recognise the importance of word-processing, Desk Top Publications and Multi media presentations as part of bookwork standards 	<ul style="list-style-type: none"> • Capitals - not in the middle of words or incorrectly at the beginning of words • Correction - student understanding of ticks, signatures, conferencing, comments • Covers - books to be protected with covers, plastic, paper, contact: no graffiti • Date - at the beginning or end of work to record the work done and to evaluate progress • Errors - corrected with a ruled line through the unnecessary or incorrect work, or a small 'x' next to an unnecessary word: no liquid paper is to be used • Graffiti - no graffiti, scribble, messy crossing outs on covers or on the inside of books • Inserted Sheets – not desired but to be cut or trimmed to fit and to be attached neatly • Letters - formed correctly and consistently spaced, sitting correctly on the line • Lines - all to be used unless specified by the teacher • Margin – 2cm measured from the top to bottom line in red pen / lead pencil and a line ruled across the top and bottom (most books) • Name- to be written on all photocopied sheets • Page Layouts and Borders - accurately measured and drawn • Pages - used consecutively and completely unless specified by the teacher • Pride- to be taken in all work • Style - use of lettering, colour, design with QLD Foundation Script, encouraging individual, legible, cursive style in Stage 3: printing for labels and headings • Textas - to be used guardedly in books as directed by the teacher • Title – printed at the top of the page or as specified by the teacher • Words - consistently spaced, 'have a go' encouraged with consistent errors conferenced • Writing Instrument - progression from pencil to pen as directed by the teacher: lead pencil in maths and for drawing diagrams and maps 	<ul style="list-style-type: none"> • 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.

Subject Specifics:



Prep to Year 3 English, Science, Humanities		
	Working Physically	Working Digitally
Page Layout	Margin ruled with standard wooden ruler, in pencil from top line to bottom line <i>Spelling:</i> No margin, pages folded and ruled vertically into two columns.	Normal Margins (2.54cm on all margins.) Line spacing 1.15. (Default word setting)
Completing Work	When work is complete, leave one line, rule off the next line in pencil.	File to be saved in H: Drive as the title of the work.
Date	Top left hand corner of each page/ section of work, on the right hand side of the margin line e.g. 22/10/16.	Top left hand corner of each page/section of work e.g. 22/10/16.
Sequencing	Pages used consecutively and completely where appropriate to do so. Writing to start from the right hand side of the margin line, on first line after title.	Pages used consecutively and completely where appropriate to do so. Text to start from the left margin. Text to be justified to the left margin.
Handouts/supplements	Neatly trimmed and attached so as not to protrude from book.	Digital handouts to be saved in H: Drive named as the title of the work.
Writing format	Pencil (sharp) in QLD Beginners style font	Size 36 Q Beginners font in black.
Title	Written within first blue lines, in the centre of the page. Underlined in pencil.	Centred at top of page and underlined.
Page size and type	Prep/1 : Year 1 lined books Year 2 : Year 2 lined books Year 3 : Year 3/4 lined books	A4 Portrait. Microsoft Word Microsoft Publisher
Work will be neat, legible and free of graffiti and scribble. Teachers will regularly acknowledge work.		

Exemplars:



Year 4 to 6 English, Science, Humanities

	Working Physically	Working Digitally
Page Layout	Top line ruled with red pen and ruler across entire page. Margin ruled with standard wooden ruler, in red pen from top line to bottom line <i>Spelling:</i> No margin, pages folded and ruled vertically into two columns	Normal Margins (1.27cm on all margins.) Line spacing 1.5.
Completing Work	When work is complete, leave one line, rule off the next line in red pen.	File to be saved in H: Drive as the title of the work. File to be named in the format YYYYMMDD – Title of Work.doc (eg 20121016 – My Dog Spot.doc)
Date	Top left hand corner of each page/ section of work, on the right hand side of the margin line e.g. 22/10/16.	Top left hand corner of each page/ section of work e.g. 22/10/16.
Sequencing	Pages used consecutively and completely where appropriate to do so. Writing to start from the right hand side of the margin line, on first line after title.	Pages used consecutively and completely where appropriate to do so. Text to start from the left margin. Text to be justified to the left margin.
Handouts/supplements	Neatly trimmed and attached so as not to protrude from book.	Digital handouts to be saved in H: Drive named as the title of the work.
Writing format	Pencil (sharp) in QLD Beginners style font or personal style as discussed with teacher.	Size 12 Arial font in black.
Title	Written within first blue lines, in the centre of the page. Underlined in red pen.	Centred at top of page and underlined.
Page size and type	Year 4 : 3/4 notepads Year 5/6 : A4 blue lined exercise books	A4 Portrait. Microsoft Word Microsoft Publisher
Work will be neat, legible and free of graffiti and scribble. Teachers will regularly acknowledge work.		

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



Prep to Year 6 Maths

Working Physically

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 pen
Date	Written on top line, left hand side of page or immediately under last ruling off
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
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

Exemplar:

2 2 - 1 0 - 1 2

Fractions

$\frac{1}{2} =$ [A square divided into two equal vertical rectangles, with the left rectangle shaded black.]

$\frac{1}{2} =$ (○○○○○○○○)

$\frac{1}{4} =$ [A square divided into four equal smaller squares, with the top-left square shaded black.]

$\frac{1}{4} =$ (○○○○)

$\frac{1}{3} =$ (○○○○○○)

$\frac{1}{3} =$ [A square divided into three equal vertical rectangles, with the leftmost rectangle shaded black.]

Examples of Classroom Displays for Book Work Expectations:

