

# Tuggerah Public School



## Student Bookwork Policy

Policy last reviewed: May 2007

## **- Student Bookwork Policy -**

### **Aim**

- To set guidelines for the **acceptable** presentation of students' workbooks
- For students to be **proud** of the work they present in all areas.

### **Outcomes**

- Students will take pride in the presentation of their book work and will be proud of their work at all times.
- Well presented books with a high standard of legible Foundation Style handwriting appropriate to Stage.

### **Rationale**

Presentation of work is an important aspect of bookwork.

### **Implementation**

- Teachers define clear standards of setting out, medium and legible texts for students of all stages. Students are taught the skill of presentation and book work according to the purpose of the presentation and the intended audience.
- Handwriting lessons will occur in each class at least twice a week where the lesson is teacher directed ensuring children have the correct posture, pencil/pen grip and that writing is in Foundation Style.
- Neat book work and presentation is celebrated and recognised by teacher, class, peers and Principal through various means including: Happy Mails, Assembly Awards and display areas.

### **Evaluation**

- Acceptable standards of book work by all students.
- Work samples and Assessment Tasks demonstrate skills of presentation.
- Book Samples are shown to Executive Support Teacher on a regular basis from all Key Learning Areas.

### **Corrections**

Errors made in bookwork will be marked with a line ruled through, and brackets around, the error. The correction shall be made after or above the mistake.

*This policy ratified by School Council May 2007*

Tuggerah Public School Book Work Requirements			
GRADE	BOOKS USED	MARGINS/ DATE	PEN/PENCIL
Kindergarten	Salmon (plain, no lines) Scrapbooks Khaki – 12mm. Term 4 Targeting Handwriting Targeting Maths	N/A Teacher to date work	Learners Assorted Colours Lead 2B pencils. T3/4
Year One	Journal – half page blank, half lines. Yellow – 10 mm Green – 8mm Scrapbooks for reading activities. Targeting Handwriting Targeting Maths Targeting Maths Mentals	N/A Short date at top of pg.	Lead HB Coloured Pencils
Year Two	Journal – half page blank, half lines. Green – 8mm Scrapbooks for reading activities. Targeting Handwriting Targeting Maths Targeting Maths Mentals	Term 4. 2cm margin in lead pencil for lined books from top pg to bottom, using ruler. Short date at top of pg.	Lead HB
Year Three	12mm red note books COGS – 12mm botany light blue Handwriting 4mm old gold, double ruled with guides. Maths -10mm Purple grid Journal – Buff plain Signpost Maths Mentals School magazine	2cm margin in lead pencil for lined books from top pg to bottom, using ruler.	Lead HB – children to be writing in joined foundation script by end of Term 4.
Year Four	10mm dark grey note books COGS – 10mm botany light grey Handwriting 4mm old gold, double ruled with guides. Maths -10mm Purple grid Journal – Buff plain Signpost Maths Mentals School magazine	2cm margin in lead pencil for lined books from top pg to bottom, using ruler.	Lead HB – children to be writing in joined foundation script by end of Term 4. Blue Pen – when pen licence given between Term 2 and 4.
Year Five	Green 8mm Lined exercise Books White 5mm Grid Exercise books Old Gold 4mm Handwriting A3 Scrapbooks Signpost Maths mentals School Magazine	2cm margin in red pen Writing in blue pen	Red and Blue Pens HB pencils
Year Six	Green 8mm Lined exercise Books White 5mm Grid Exercise books Old Gold 4mm Handwriting A3 Scrapbooks Signpost Maths mentals School Magazine	2cm margin in red pen Writing in blue pen	Red and Blue Pens HB pencils

*This Policy ratified by School Council May 2007*