



St John's Catholic Primary School

*Encountering Christ through a love of learning,
love of others and service to all*

Bookwork Policy

Rationale

At St John's 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 speaks to the pride and sense of achievement in the completion of all bookwork. Students' books also hold the evidence of teaching, learning and assessment and reflect a commitment to quality by students.

Well-presented bookwork is a valuable aspect of the teaching and learning process. It reflects the students' willingness to strive for excellence in the formal assessment process. Bookwork is not an assessable item; rather one that is encouraged positively.

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 St John's Bookwork Policy aims to allow teachers to guide students 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:

Every teacher expects high standards of bookwork. The teacher must:

- 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 of exemplary work
- recognise and utilise word processing and publishing as a part of bookwork
- explicitly teach students how to present excellent bookwork

The role of the parents:

Parents should support the policy intent by:

- encouraging their children to complete work carried out at home, in a way that is supportive of this policy
- ensuring all books are covered suitably

Early Stage 1

- All books covered appropriately and labelled with name
- Practice area to be used in draft writing books
- Teachers will acknowledge all work completed by signing and dating accordingly

Stage 1

- All books covered appropriately and clearly labelled with name and subject
- Handwriting appropriate to year level
- Date to be included at the top of all new work
- Line space after date
- Use pages in consecutive order, use every page
- Work from left to right, front to back on every page in the book unless otherwise directed
- Mistakes deleted with a single line
- Practice area to be used in draft writing books
- Rulers used for all lined work
- Coloured pencils and crayons (Zoom) only to be used when colouring
- Sharp HB pencils to be used
- Textas are not to be used unless directed by the teacher (outlining on stencils ONLY, if it doesn't go through)
- Teachers will acknowledge all work completed by signing and dating accordingly

Stage 2

- All books covered appropriately and clearly labelled with name and subject
- Headings and date are expected at the beginning of new work
- Use lead pencil (HB) until such time that a pen licence is issued by the teacher
- Write in pencil only (Year 3), progressing to pen after licence has been issued
- Write using NSW Foundation Style cursive, using clearly-formed joined letters (from Year 4)
- Practice area to be used in draft writing books
- Write on every second line in draft writing books
- Textas are not to be used unless directed by the teacher (outlining on stencils ONLY, if it doesn't go through)
- Erasers may be used for pencil only
- Rulers are to be used for all line work, including page margins
- Coloured pencils and crayons (Zoom) may be used for headings / title pages
- Work ruled off when completed
- All worksheets need to be trimmed and pasted neatly into workbooks (not hanging over)
- No scribble or writing on the inside of book covers
- Teachers will acknowledge all work completed by signing and dating accordingly

Stage 3

- All books covered appropriately and clearly labelled with name and subject
- Headings and date are expected at the beginning of new work
- Write using NSW Foundation Cursive in blue pen and red for underlining headings etc.
- Rulers must be used when underlining words or for straight lines
- Textas are not to be used unless directed by the teacher (outlining on stencils ONLY, if it doesn't go through)
- Erasers may be used for pencil only
- No whiteout permitted (used by teacher only)
- Write on every second line in draft writing books
- Students require two or three sharp pencils, ruler, eraser, red and blue pens daily
- Coloured pencils and crayons (Zoom) may be used for headings / title pages
- Work ruled off when completed
- All worksheets need to be trimmed and pasted neatly into workbooks (not hanging over)
- No scribble, graffiti or writing on the inside of book covers, margins or other pages
- Teachers will acknowledge all work completed by signing and dating accordingly