

Russell Island State School

Bookwork Policy

Rationale:

At Russell Island State School, we promote and advocate the highest standards of written book work and presentation from our students. Clear and high expectations must be established for students in order for them to succeed. In order for students to demonstrate pride in their bookwork, they must be exposed to and explicitly taught a high standard of the correct format through modelling.

Students' books hold the evidence of teaching, learning and assessment and reflect the willingness to strive for excellence. It is important for students across all year levels to develop automaticity in bookwork habits which then allows each successive teacher to build upon every year. Bookwork is not an assessable item; rather one that is encouraged positively.

This policy, devised by staff at Russell Island State School clearly defines the consistent standards and expectations across the entire school. As teachers, we accept the responsibility to explicitly teach excellence in bookwork to our students and celebrate all of their successes.

Context:

Each teacher will:

- Focus on high standards of student presentation and handwriting in every classroom;
- Regularly correct student work and provide feedback to each student.

Aim:

Russell Island State School Bookwork Policy aims to provide teachers with a guide to help students to develop a sense of pride and achievement, through neat, well-presented bookwork. It also aims to ensure that all staff and students are provided with consistent expectations across all year levels in addition to developing self-confidence in our learners. It would be expected that in certain instances that teachers would use their professional judgement to differentiate this bookwork policy to allow for specific tasks, individual creativity and learning support aides.

Handwriting Expectations:

Prep and Year 1 use the Queensland Print script.

Year 2 begin to learn entries and exits.

Year 3 begin to join their letters.

It is expected that Years 4-6 are writing in cursive.

The role of the teacher:

- Expect high standards of bookwork.
- Acknowledge work by initialling and dating/ticking/commenting/stamping on each page/piece of student work, including homework.
- Celebrating quality work from students through stickers, stamps, certificates, written comments, display boards.
- Recognise and utilise word processing and publishing as a part of book work.
- Explicitly teach how to rule and present excellent bookwork and display relevant Anchor Charts to help and support student learning.
- Explicitly teaching Queensland Modern Cursive script through handwriting lessons.
- Regularly check bookwork and ensure student understanding of editing and proofreading codes.
- Differentiate this bookwork policy using professional judgment to ensure inclusivity for all students.

The role of leadership team:

- The leadership team will ask to view samples of bookwork to support and encourage students.
- Students can showcase their work to any member of the leadership team.

Use of photocopied worksheets:

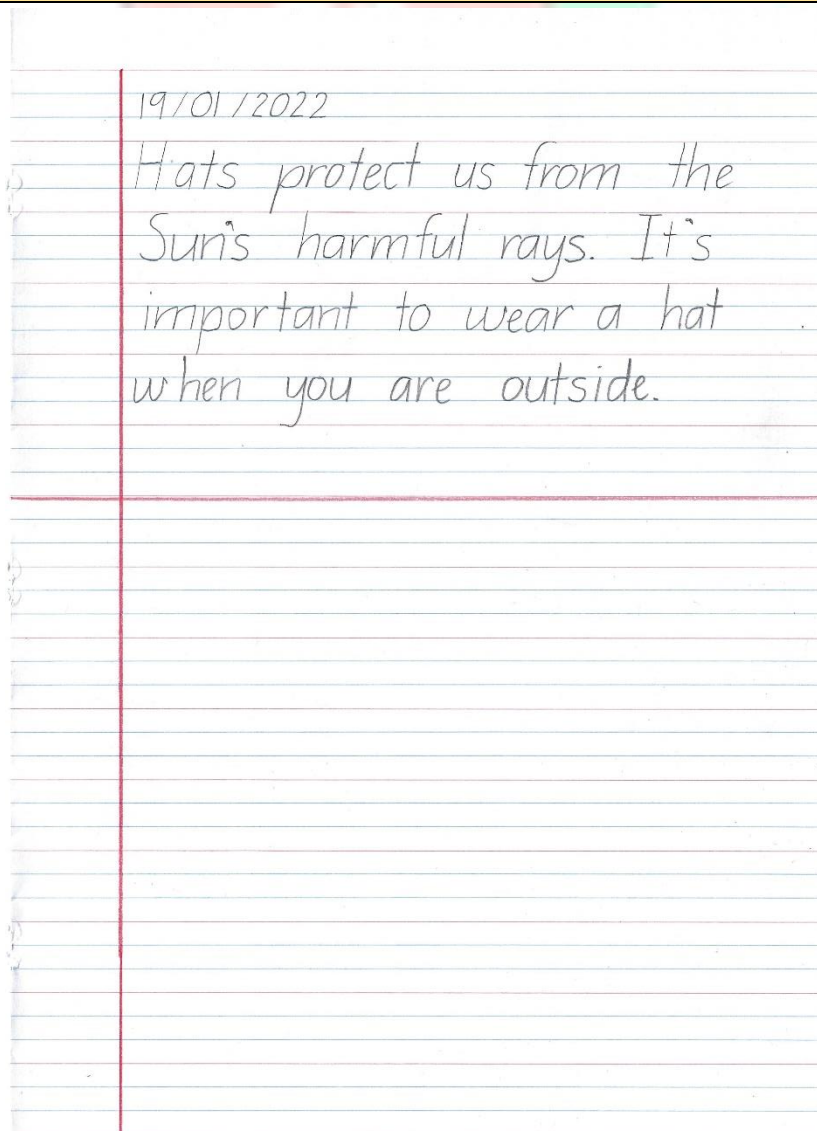
The use of photocopied worksheets is educationally justified to support student learning; however, they should not form the core of the teaching and learning. Teachers should ask themselves, “**What is the educational justification for using this worksheet?**” Valuable worksheets should be trimmed and glued neatly into student’s workbooks with no edges protruding.

Spelling Mastery Books:

It is expected that students’ Spelling Mastery books and test books are being treated respectfully and with pride. This means, students are to be writing neatly with a sharp pencil and pages are not to be folded or torn. Graffiti or drawings are not to be found on any page, unless directed to by the teacher. Spelling Mastery test books are to include a title for each test which states the test number e.g Test Number 5. Test numbers should be written neatly down the left-hand side of the page or next to the vertical line down the middle of the page. Students are to neatly write a tick or a cross to demonstrate the correct or incorrect spelling. Students are then to write their total result at the bottom of the page with a circle around it.

Prep	All Books
Pages	Used consecutively and completely where appropriate to do so.
Photocopied Sheets	Neatly trimmed and attached so as not to protrude from book.
Writing Instrument	HB Pencil (Sharp)
Books will be neat, legible and free of graffiti and scribble.	
Teachers will acknowledge every page/day’s work – e.g. stamp, initial, date	

Years 1 – 3	All English/Writing Books
Margin	Standard wooden ruler width ruled with RED pencil from top line to bottom line
Ruling Off	When work is complete, leave one line, rule off the next line in RED pencil .
Short Date	At beginning of each section of work, e.g. 19/01/2022
Pages	Used consecutively and completely where appropriate to do so.
Photocopied Sheets	Neatly trimmed and attached so as not to protrude from book.
Writing Instrument	HB Pencil (sharp)
Title	Written in first blue line in the centre of the page, underlined.
Books will be neat, legible and free of graffiti and scribble.	
Teachers will acknowledge every page/day's work – e.g. stamp, initial, date	



Years 1 – 3	Mathematics Books
Ruling up	Top and Bottom lines ruled with RED Pencil and ruler across entire page.
Ruling Columns	Pages folded vertically to form 2 or 4 columns where appropriate Columns ruled with RED Pencil .
Short Date	Written on top line, left hand side of page or immediately under last ruling off, e.g. 19.01.2022
Pages	Used consecutively and completely. Rule off at the end of each day.
Title	(Orientates children to lesson) Under date at beginning of work Leave one line blank before working
Operations	Start work in the 3 rd box from the side One number is written in each box Leave 2 lines between operations.
Photocopied Sheets	Neatly trimmed and attached so as not to protrude from book
Writing Instrument	Pencil only
Books will be neat, legible and free of graffiti and scribble. Teachers will acknowledge every page/day's work – e.g. stamp, initial, date	

10mm Squares

19/01/2022

Addition

$$\begin{array}{r} 75 \\ + 8 \\ \hline 83 \end{array}$$

$$\begin{array}{r} 80 \\ + 49 \\ \hline 129 \end{array}$$

20/01/2022

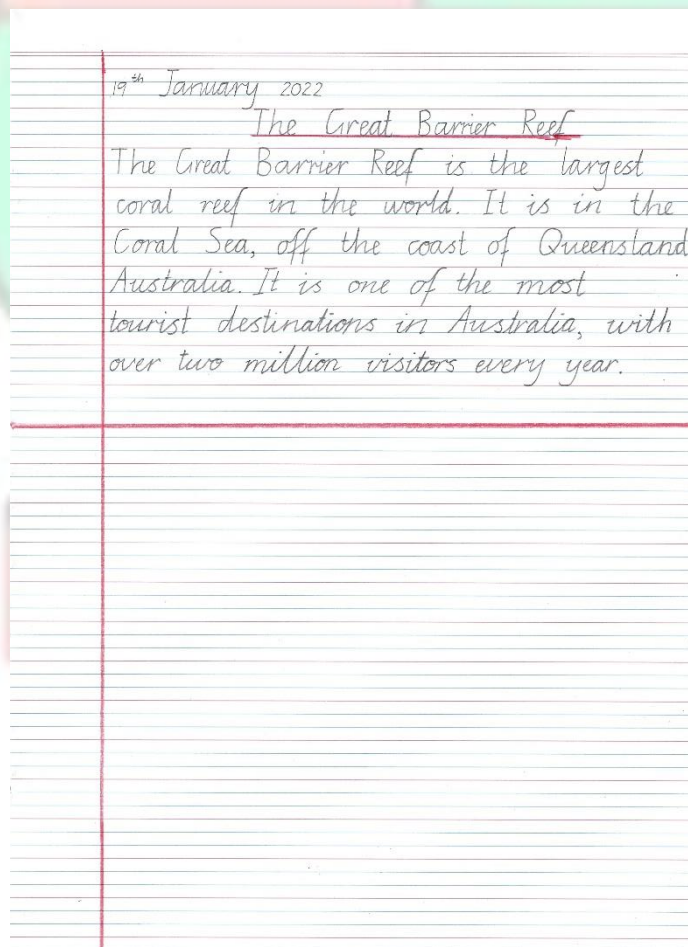
Subtraction

$$\begin{array}{r} 75 \\ - 8 \\ \hline 67 \end{array}$$

$$\begin{array}{r} 80 \\ - 49 \\ \hline 31 \end{array}$$

$$\begin{array}{r} 120 \\ - 50 \\ \hline 70 \end{array}$$

Years 4 – 6	All English/Writing Books
Margin	Standard wooden ruler width ruled with RED pencil (pen in Year 6) from top line to bottom line.
Ruling up	Top and bottom lines ruled with RED Pencil (pen in Year 6) and ruler across the entire page.
Ruling Off	When work is complete, leave one line, rule off the next line in RED pencil. At the start of each day rule a 2 nd RED line across the page.
Long Date	At beginning of each section of work, e.g. 19 th January 2022
Pages	Used consecutively and completely where appropriate to do so.
Photocopied Sheets	Neatly trimmed and attached so as not to protrude from book.
Writing Instrument	HB Pencil (sharp) Year 6 students may use a blue/black pen when they get their pen licence.
Title	Written in the centre of the page, underlined in RED.
Errors	Rubbed out or a single line through the word. Errors in pen may be corrected with a single line through the word with a ruler.
Books will be neat, legible and free of graffiti and scribble. Teachers will acknowledge every page/day's work – e.g. stamp, initial, date	



Years 4 – 6	Mathematics Books
Ruling up	Top and Bottom lines ruled with RED Pencil and ruler across entire page.
Ruling Columns	Pages folded vertically to form 2, 3 or 4 columns where appropriate Columns ruled with RED Pencil .
Short Date	Written on top line, left hand side of page or immediately under last ruling off, e.g. 19.01.2022
Pages	Used consecutively and completely. Rule off at the end of each day.
Title	Centred at top of column under date or next to date Rule under title in Red Pencil Leave one line blank before working.
Operations	Start work in the 3 rd box from the side One number is written in each box Leave 2 lines between operations.
Photocopied Sheets	Neatly trimmed and attached so as not to protrude from book
Writing Instrument	HB Pencil only
Books will be neat, legible and free of graffiti and scribble. Teachers will acknowledge every page/day's work – e.g. stamp, initial, date	

10mm Squares

19/01/2022

Addition

$$\begin{array}{r} 269 \\ 546 \\ + 279 \\ \hline 1094 \end{array}$$

$$\begin{array}{r} 245 \\ 196 \\ + 42 \\ \hline 483 \end{array}$$

20/01/2022

Subtraction

$$\begin{array}{r} 542 \\ - 61 \\ \hline 481 \end{array}$$

$$\begin{array}{r} 263 \\ - 151 \\ \hline 112 \end{array}$$

$$\begin{array}{r} 879 \\ - 792 \\ \hline 87 \end{array}$$