



Neutral Bay Public School

Bookwork Policy

At Neutral Bay 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.

At Neutral Bay PS, 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.
- Legible and fluent handwriting is essential for effective written communications.
- Presentation, neatness and fluency are only part of what constitutes quality work.

RESPONSIBILITIES :

The role of the teacher:

- Provide regular writing lessons that promote 'NSW Foundation Style' writing.
- Promote correct posture and use of materials.
- Expect high standards of bookwork, providing regular practice.
- Regularly check bookwork.
- 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 and Multi-media presentations as part of bookwork standards.

The role of the student:

- **Capitals**- not in the middle of words or incorrectly at the beginning of words.
- **Correction**- student understanding of ticks, signatures, conferencing, and 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 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**- to be cut and trimmed to fit and be attached or pasted in neatly.
- **Letters**- formed correctly and consistently spaced, sitting correctly on the line.
- **Lines**- all to be used unless specified by the teacher.
- **Margin**- 2cm measures from the top to bottom in red pen/ lead pencil and a line ruled across the top (most books).
- **Name**- to be written on all photocopied worksheets.
- **Pages**- used consecutively and completely unless specified by the teacher.
- **Pride**- to be taken in all work.
- **Style**- use of lettering, design with NSW 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 (pen in Stage 3 only) as directed by the teacher; lead pencil in Maths and for drawing diagrams and maps.

The role of the parent

- 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.