



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 is only part of what constitutes quality work.

RESPONSIBILITIES:

The role of teacher:

- 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

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, 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 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 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.

SOME SPECIFICS:

English:

- A short set of expectations and a marking code to be included in the front of all Stage 2 & 3 books

Mathematics:

- Columns (if used) are to be drawn with a ruler, pen/pencil
- Pencil is to be used in all Stage 1, Stage 2 and Stage 3 maths books
- Margins can be replaced by columns in maths books
- Grid books can be used for space and measurement work
- Work corrected by students should be checked by the teacher to ensure accuracy

Visual Art:

- Each work sample should be dated and signed

Photocopied Worksheets:

- All worksheets reveal information about the child's progress. They are therefore valuable work samples and should be treated as such
- Each worksheet should include the child's name and date
- Worksheets can be trimmed and glued into appropriate book or collated into a stencil folder and taken home at the end of each semester.