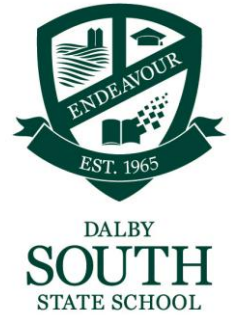


DALBY SOUTH STATE SCHOOL BOOKWORK POLICY



Rationale:

Clear expectations need to be established for students in relation to setting out in their books. If students are going to have pride in their school work they need to have access to good modeling on how to set out written work. 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.

Year Level Implementation:

PREP

- Books covered appropriately and labelled with name
- Beginners Alphabet
- Encourage use of pencil with a grip – to begin with colour or lead. Term 1
- All writing in lead, colouring in colour
- No Textas
- No margin
- No erasers except by teacher for “special work”
- Adult recording of short date at top of page
- No ruling off – children generally need a new page for new tasks
- Children are taught how to glue neatly – worksheets to fit neatly on the page

YEAR 1

- Books covered appropriately and labelled with name
- Beginners Alphabet style printing
- HB lead pencil only
- Only writing between red and blue lines not above and under
- No margin
- Working towards writing the date before starting work
- Use pages in consecutive order every page
- Mistakes deleted with a single line
- Teacher corrections in biro
- Students have two or three sharp pencils ready to go before school each day

YEAR 2

- Books covered appropriately and labelled with name and subject
- Handwriting appropriate to year level
- Margin in pencil using wooden ruler as a guide
- Date at the top of daily work
- Line space after date
- Date and name on all worksheets
- Work from left to right, front to back on every page in the book unless otherwise directed
- Mathematics books to be ruled down the centre
- Mathematics work from left of page/column two lines between each question, one numeral per box
- Headings top centre of page and underlined with a ruler unless otherwise directed
- Rulers used for all lined work
- Coloured pencils only to be used when colouring in books
- Sharp HB pencils to be used
- Students have two or three sharp pencils ready to go before school each day

YEAR THREE

- All books covered appropriately and clearly labelled with name and subject
- Headings and date are expected at the beginning of new work
- Students write in pencil only
- Margin in pencil using wooden ruler as a guide
- Cursive exits and entries / beginning joins
- Neat, tidy writing is expected
- Pencil crayons and Textas are allowed when applicable
- Textas can be used with teacher permission
- Erasers are allowed
- Rulers are to be used for all line work
- Work ruled off when completed
- Worksheets need to be pasted neatly into workbooks
- Students have two or three sharp pencils ready to go before school each day

YEAR FOUR

- All books covered appropriately and clearly labelled with name and subject
- Headings and date are expected at the beginning of new work
- Margin in pencil using a wooden ruler as a guide
- Children start at the beginning of the year with just exits and entries in handwriting. By the end of the year, students would be expected to be writing in Queensland Modern Cursive.
- Neat, tidy writing is expected
- No whiteout permitted (teacher use only). Eraser may be used with pencil.
- Worksheets need to be pasted neatly into workbooks
- Rulers are to be used for all line work
- Work ruled off when completed
- Students have two or three sharp pencils ready to go before school each day

YEARS FIVE AND SIX

- All books covered appropriately and clearly labelled with name and subject
- 2 cm margin ruled in red pen
- Date to be included in the margin each day
- Writing in pencil only, blue pen used only with teacher permission (pen licence)
- Coloured pen (red) used for marking with teacher permission
- Rulers must be used when underlining words or for straight lines
- Work ruled off when completed
- No Textas used in exercise books. Textas may be used on worksheets etc with teacher permission
- All worksheets used need to be neatly pasted into workbooks – may be trimmed and pasted into margin
- Eraser may be used with pencil
- No whiteout permitted (use by teacher only)
- Students to have two or three sharp pencils, ruler, red pen and eraser ready to go before school each day
- Coloured pencils may be used for headings / title pages