**BOOKWORK POLICY**

At Griffith North, 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 Griffith North P.S. 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 communication.
* Presentation, neatness and fluency are only part of what constitutes quality work.

**RESPONSIBILITIES:**

### The role of teacher:

* Provide regular writing lessons that promote ‘NSW Foundation Style’ writing in line with the syllabus. A minimum of two structured Handwriting lessons should take place each week in Stages 2 and 3. Daily lessons should take place in Early Stage 1 and Stage 1.

1. Promote correct posture, pencil grip, use of materials, and share this with parents
2. Expect high standards of bookwork, providing regular practice from the blackboard/whiteboard and smartboard.
3. Provide covers for books that aren’t covered at home.
4. Regularly check bookwork, mark and comment.
5. Provide a variety of experiences for children to practise with a variety of instruments and in a variety of contexts
6. Provide opportunities to share good bookwork
7. Celebrate good work through use of stickers, stamps, certificates, written comments for neatness, style and presentation.
8. Recognise the importance of word processing, desk top publications and multi media presentations as part of bookwork standards.
9. In week 5 and 10 each term, students should evaluate the bookwork in one of their regularly used books, using the bookwork self-evaluation sheet in this policy. This should be glued into the book and commented on by the teacher.

# 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; no liquid paper unless specified by the teacher
* **Graffiti** - totally no graffiti, scribble, messy crossing outs on covers or inside of books
* **Inserted Sheets** - to be cut or trimmed to fit and to be attached neatly
* **Letters** - formed correctly and consistently spaced, sitting correctly on the line
* **Lines** – do not miss lines unless specified by the teacher
* **Margin** – 2cm margin drawn with red biro/lead pencil if necessary
* **Name**- to be written on all stencil-type work
* **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** - not to be used in books. Can be used on sheets as directed by the teacher
* **Title** –written 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 in Year 4; lead pencil in Maths and for diagrams, maps, etc; Year 6 as directed by the teacher.
* **Self Evaluation** - students are to complete a self evaluation twice a term to reflect on the standard of their bookwork.

**The role of the parent:**

1. Encourage children to complete work carried out at home, in a way that is supportive of this policy
2. Ensure all books are covered suitably
3. Provide children with the minimum writing requirements designated by each teacher.

**SOME SPECIFICS:**

***General:***

* + All pages must have a margin. If books do not have margins pre-drawn, students should draw a 2cm margin.
  + No need to have a line across the top or the bottom of each page.
  + All new work should be dated; the date should be in the short form on the right side of the page. Long dates should be used as a heading for handwriting lessons.
  + Headings for new work are necessary; these should be underlined in red/and or written in a colour different to the general content of the written work.
  + Work should NOT be ruled off. Leave a line to separate old work from new work.
  + Year 3 & 4 use grey lead pencil until a pen licence is awarded (approximately half way through year 4).
  + Year 3 & 4 margins in grey lead until pen licence is awarded.
* In most instances, each work sample should be dated and signed.

***English:***

* A short set of expectations and a editing code to be included in the front of all Stage 2 – 3

books.

***Mathematics:***

* Pencils to be used in all maths books.
* Columns (if used) are to be accurate – it’s a practical measurement exercise!
* 3 columns – dots on 6 cm & 12 cm
* Mentals work at the back of the book, general work at the front.
* Work corrected by students should be done in red pen with small ticks (put a small cross if

incorrect)

***Stencil/ Worksheet Work:***

* All stencils/ worksheets are valuable and should be treated as such.
* Either trimmed and glued into appropriate book or collated into a stencil folder/individual

pigeon hole and taken home at the end of each term (not thrown into the bin!)

* Include name and date on each sheet.
* Teacher must mark or acknowledge all work, including stencils.

**Implementation:**

##### Tools and Handwriting

All students learn to produce written texts using well-structured sentences, correct spelling, punctuation and grammar in English K - 6. They will learn to write using NSW Foundation Style Handwriting.

|  |  |  |  |
| --- | --- | --- | --- |
| Stage/Grade |  | Tools ***Students will use a variety of tools. However, in their workbooks they will use:*** | Handwriting*Students gradually learn to:* |
| *Early Stage 1* | Kindergarten | Lead pencils – triangular shape only  * Coloured pencils * Crayons | Hold a pencil correctlyTrace letters and wordsCopy letters and wordsForm letters of the alphabet correctlyWrite using a variety of pencils, crayons and pensWrite on a variety of surfaces such as paper cardboard, sand, smartboard, whiteboard & chalkboard  * Write fluently in Foundation printing format. |
| *Stage 1* | Years 1 and 2 | Lead pencils– triangular shape onlyColoured pencils |
| *Stage 2* | Year 3 | Lead pencils  * Red pen  Coloured pencils | Use the conventional letter shapes and ways of linking letters in their handwriting activities.  * By Year 4, students   MUST be writing in  Foundation style “running  writing” all the time and  with some fluency. |
| Year 4 | Lead pencils  * Coloured pencils * Blue pen * Red pen |
| *Stage 3* | Years 5 and 6 | Lead pencils  * Coloured pencils * Blue pen * Red pen | Develop a legible and fluent handwriting style using Foundation basis. Printing is not to be accepted as preferred style. |
|  |

Griffith North P.S.

## K-6 STUDENT EXERCISE BOOKS

The following exercise books will be used K-6 at GNPS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | KINDERGARTEN | **YEAR 1** | **YEAR 2** | **YEAR 3** | **YEAR 4** | **YEAR 5** | **YEAR 6** |
| **DIRECTED DRAWING CRAYON PATTERNS/ FLUENCY** | Scrapbook / Salmon  (Blank) | Salmon | Salmon |  |  |  |  |
| **HANDWRITING** | Khaki | Yellow | Lime | Brown | Gold | Blue | Salmon |
| **MATHEMATICS** | Salmon | Red 12mm | Red 12mm | Red A4 12mm | Red A4 12mm | Red A4 8mm 96p | Red A4 8mm 96p |
| **WORKBOOK** | Salmon | Red | Red 12mm | Red A4 12mm | Grey 10mm | Red A4 8mm 96p | Red A4 8mm 96p |
| **SPELLING AND GRAMMAR** |  | Yellow | Red 12mm | Red A4 12mm | Grey 10mm | Red A4 8mm 64 p | Red A4 8mm 64 p |
| **PHONICS** | Salmon or Khaki |  |  |  |  |  |  |
| **ENGLISH** | Salmon or Khaki | Red 12mm | Red 12mm | Red A4 12mm | Grey 10mm | Red A4 8mm 64 p | Red A4 8mm 64 p |
| **WRITING** | Story book  A4 12mm | Yellow | Red  A4 12mm | Red A4 12mm | Grey 10mm | Red A4 8mm 64 p | Red A4 8mm 64 p |
| **C.O.G.s / HSIE / Science** | Scrapbook/Salmon | Yellow | Red  A4 12mm | Red A4 12mm | Red A4 12mm | Red A4 8mm | Red A4 8mm |

*My Bookwork 3-6*

Self Evaluation

|  |  |  |
| --- | --- | --- |
|  | YES | **NO** |
| My books are all **covered** |  |  |
| My book work is neat |  |  |
| All of my work has a suitable **heading** (printed) |  |  |
| All of my work has the **date** |  |  |
| I always rule my **margins** neatly |  |  |
| I always **hand in** my work to be marked |  |  |
| My **spelling** is usually correct |  |  |
| I use **capitals** correctly. |  |  |
| I use **pen or pencil** in the correct books. |  |  |
| I **copy correctly** from the blackboard |  |  |
| I **fill all pages** in my book (no waste) |  |  |
| I complete all work |  |  |
| I am **proud** of my bookwork: quality work, no graffiti. |  |  |

Teacher’s comments in my books that I am proud of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s comments in my books that I need to take notice of:

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My own comment about my bookwork: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My Bookwork K-2*

Self Evaluation

|  |  |  |
| --- | --- | --- |
|  | YES | **NO** |
| My book work is neat |  |  |
| All of my work has a suitable **heading** (printed) |  |  |
| All of my work has the **date** |  |  |
| I always **hand in** my work to be marked |  |  |
| My **spelling** is usually correct |  |  |
| I use **capitals** correctly. |  |  |
| I use **lead pencil** in the correct books. |  |  |
| I **copy correctly** from the blackboard |  |  |
| I **fill all pages** in my book (no waste) |  |  |
| I complete all work |  |  |
| I am **proud** of my bookwork: quality work, no graffiti. |  |  |

Teacher’s comments in my books that I am proud of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s comments in my books that I need to take notice of:

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My own comment about my bookwork: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G.N.P.S. Editing Code**

**wen**  spelt incorrectly

**but** try a different word

**^** a letter or word is missing

[ start a new line/paragraph

○ punctuation error

﴿ ﴾ leave this out / clarify

**??** this doesn’t make sense/grammar error

✓✓ well done

**~~woz~~** correct errors with single ruled line through mistake

1. **Always do your best!**
2. **If necessary, rule a 2cm margin using a red pen or pencil.**
3. **Lead pencil/blue pen must be used**

**at all times unless told otherwise.**

1. **Write the date at the top of every piece of work.**
2. **Headings must be underlined**

**with a pencil or red pen, using a ruler.**

1. **Worksheets must be folded neatly and carefully glued into books.**
2. **Rule a single line through errors with a ruler. See the teacher if you have a problem.**