



ALPHA STATE SCHOOL

BOOKWORK EXPECTATIONS POLICY

The Alpha State School community strongly advocates the universal wearing of school uniforms by students from Prep to Year 10 effective from 2015 when at school or when attending school related activities.

RATIONALE

At Alpha P - 10 State School we promote and advocate the development and maintenance of a high standard of written bookwork and presentation from our students. The standard of bookwork and presentation of work in general is a primary method by which parents and others form opinions about the school. Students' books also hold the evidence of teaching, learning and assessment and reflect commitment of quality and effort by students. It is imperative that students develop automaticity in bookwork habits which allows each successive teacher to build upon the foundations established in earlier grades.

AIM

The Alpha P - 10 State School Bookwork Policy aims to allow teachers to guide students to develop a sense of pride and achievement in neat, well presented bookwork and to ensure consistency of presentation throughout the school in addition to developing self confidence in our learners.

PURPOSE

To ensure the staff, students and parents of Alpha P - 10 SS have a uniform understanding of the expectations for the consistent high-quality presentation of work in student books and to encourage students to be proud of their neat, well presented work.

This policy was developed to align with the CQ Region explicit teaching expectations.

GENERAL EXPECTATIONS

Students' workbooks should be/include:

- Neat and tidy
- Date and margin (except no margin in maths grid or scrapbooks)
- Legible handwriting efforts

OUR BELIEFS

To ensure high-quality bookwork presentation, teachers can support students in the following ways:

- Explicit instruction about the correct format for working in their books.
- Regular reminders about handwriting, pencil grip and seating position

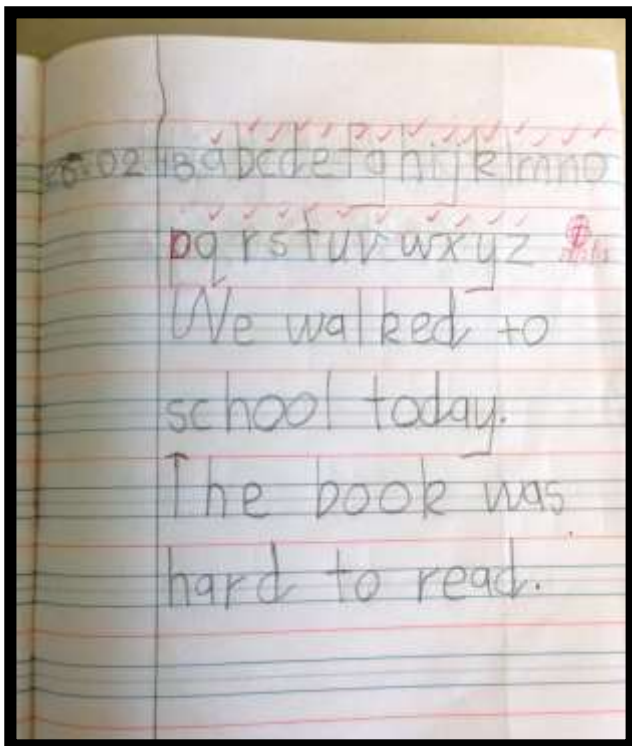
- Use of visual aids (i.e. handwriting or alphabet charts) to support correct formation of letters
- Teacher modelling neat and legible handwriting on whiteboard/blackboard
- Provide feedback to students, and celebrate, efforts in neatness, style and presentation

THE ROLE OF THE TEACHER

- Expect high standards of bookwork
- Display age appropriate letter formation – desk charts/wall display
- Acknowledge work by initialling and dating/ticking/commenting on each page/piece of student work including homework
- Celebrate quality work through stickers, certificates, written comments, gold tickets and display.
- Explicitly teach how to rule and present bookwork
- Explicitly teach Queensland beginners print, pre cursive and cursive script through handwriting lessons
- Regularly check bookwork and ensure student understanding of editing and proofreading and processes
- Regularly remind students about correct posture and pencil grip

THE ROLE OF THE PRINCIPAL

- The Principal will support and encourage school wide bookwork standards
- Students can showcase their work to the Principal

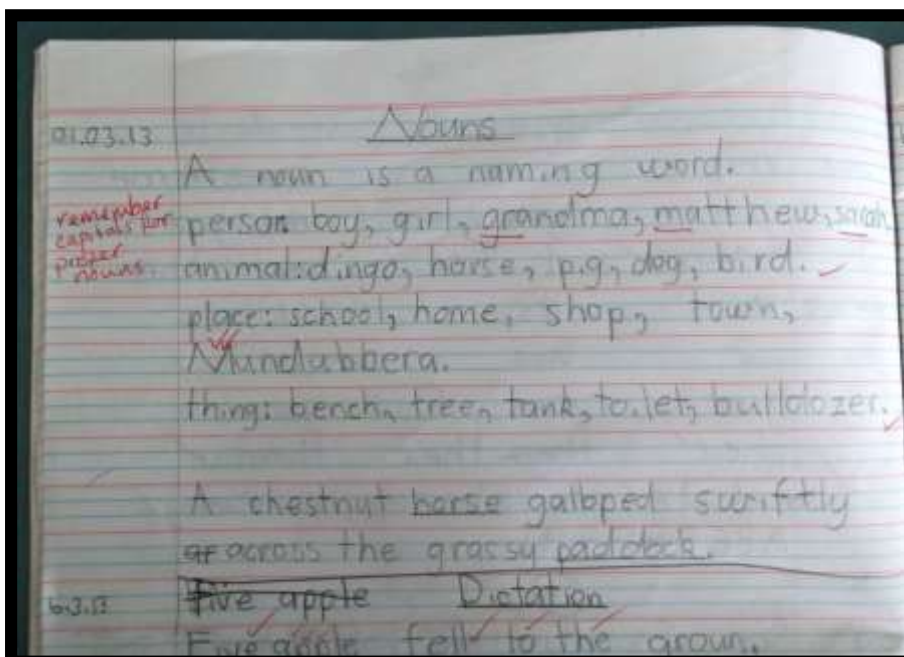


Example of Lower Year Levels Writing and Bookwork Expectations

YEAR LEVEL SPECIFIC GUIDELINES

1. The following table outlines the conventions to be followed for ALL KLAs books.

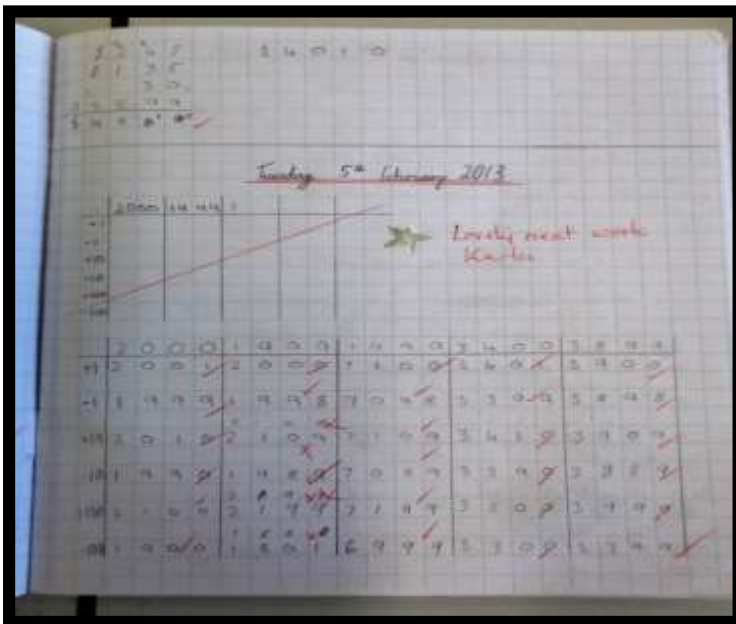
CONVENTION	MEDIUM					
	Prep/1	Yr. 2-4	Yr. 4	Yr. 5/6	Yr. 7/8	Yr. 9/10
General writing	pencil				Blue biro	
Margin left hand side - 2 cms	pencil		Red biro		red biro	
Top line to be ruled (4-7 only)	Red biro				red biro	
Date in digital form in margin	pencil (day and month)				Blue biro	
Rule off at end of activity but not through margin	pencil	pencil	Red biro	pencil	red biro	red biro
New day- rule off right through margin and date.	pencil	pencil	Red biro	pencil	red biro	red biro
Main heading - centre page- one ruled line		pencil	Red biro	pencil	red biro	red biro
Sub heading - left hand side - one ruled line		pencil	Red biro	pencil	red biro	red biro
DIAGRAMS- all labelling to be print only. Horizontal except for rivers and ranges on maps.	pencil	pencil	pencil	pencil	pencil	pencil
Colouring diagrams	Colour Pencil					



Example of Middle/
Upper Year level writing
and Bookwork
Expectations

2. The following table outlines the conventions to be followed for MATHEMATICS BOOKS.

CONVENTION	MEDIUM					
	Prep - 1	Yr. 2-4		Yr. 5/6	Yr. 7/8	Yr. 9/10
General writing	Pencil			Pencil		
Two equal columns from top line to bottom line. (measured)	pencil			red biro		
Rule top line	pencil		red biro			
Date left side of column	pencil			Pencil		
Rule off after every activity	pencil		red biro			
All algorithm lines to be ruled	pencil			Pencil		
DIAGRAMS-printing only	pencil					
Colouring diagrams, graphs etc.	colour pencil					



Example of Maths Grid book expectations

3. General conventions to be observed throughout the school.

- Red biro is to be used for ruling lines only and marking work. Students are not to write in red biro.
- No white out is to be used acceptable in High School only.
- **There is to be no graffiti of any sort in students' books.** Pay particular attention to students who deface covers and inside of covers.