

# Eastwood Heights Public School

## Bookwork Policy

### Rationale:

At Eastwood Heights Public School (EHPS) we promote the development and maintenance of a high standard of written bookwork and presentation from our students. The standard of bookwork and the 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 students develop automaticity in bookwork habits which allows each successive teacher to build upon the foundations established in earlier grades. This policy defines consistent standards and expectations across the school. As teachers, we accept the responsibility to explicitly teach excellence in bookwork to our students and celebrate their successes.

### Aim:

The Eastwood Heights Public School Bookwork Policy aims to allow teachers to guide children 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. It would be expected that on occasions teachers would use their professional judgment to vary bookwork guidelines to allow for specific tasks and individual creativity.

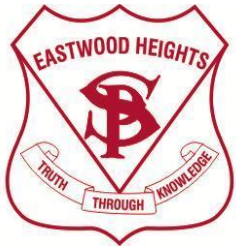
### Responsibilities:

#### The role of the Assistant Principal:

- ❖ The Assistant Principal will ask to view samples of bookwork to support and encourage children.
- ❖ Students can showcase their work to the principal when organised by the classroom teacher and will receive a Principal Merit Award and a Stella Star.

#### The role of the teacher:

- ❖ Expect high standards of bookwork.
- ❖ Acknowledge **each piece of student work, including homework.**
- ❖ Teachers' comments are to be neat, positive, meaningful and followed up.
- ❖ Celebrate quality work through stickers, certificates, written comments and display.
- ❖ Explicitly teach how to rule and present excellent bookwork.
- ❖ Regularly check bookwork and ensure student understanding of editing and proofreading processes.
- ❖ Student errors are to be corrected using the EHPS standardised editing guide.



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## The role of the student:

- ❖ **Correction** - student understanding of ticks, signatures, conferencing, comments.
- ❖ **Covers** - books to be protected with covers, plastic, paper, or contact.
- ❖ **Date** - at the beginning of work to record the work done and to evaluate progress.
- ❖ **Errors** - corrected with an eraser, a ruled line, a small 'x' or brackets through the unnecessary or incorrect work: **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 folded and/or cut and trimmed to fit neatly in books.
- ❖ **Letters** - formed correctly and consistently spaced, sitting correctly on the line.
- ❖ **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 Years 4 - 6.
- ❖ **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 stated in policy: 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.