Kenmore South State School

Bookwork Policy

At Kenmore South State School we promote and advocate the development and maintenance of a high standard of written book work 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. It is also seen as a demonstration of organisational and presentation competence. It reflects a student’s willingness to take responsibility for their own learning. It also serves as a vital avenue for developing student pride in their work.

Student’s 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.

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 success.

Each teacher will focus on high standards of student presentation and handwriting and regularly correct student work, providing feedback to each student. The role of the teacher is to:

- Expect high standards of bookwork
- Acknowledge work by initialling and dating/ticking/commenting on each page/piece of student work
- Celebrating quality work through stickers, certificates, written comments or display
- Recognise and utilise word processing and publishing as a part of bookwork
- Explicitly teach how to rule and present excellent bookwork
- Explicitly teach Queensland beginners/cursive script through handwriting lessons
- Regularly check bookwork and ensure student understanding of editing and proofreading codes

The use of photocopied worksheets is educationally justified to supplement children’s learning however; they should not form the core of the teaching and learning. Teachers should ask, “What is the educational justification for using this worksheet?” Valued worksheets should be trimmed and glued neatly into student’s books with no edges protruding.

Kenmore South 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.
### Bookwork Protocols

**Year P-7**

**Prep:** Scrapbooks used in Semester 1 for writing. Demonstrated readiness will lead to sheets with ruled lines and margin, glued into scrap book. Lined A4 Botany books introduced in Semester 2

**For All lined books (not scrap books)**

No rubbing out except for published work

<table>
<thead>
<tr>
<th>Margin</th>
<th>Standard wooden ruler width ruled with red pencil from top line to bottom line on left hand side of the page. Red line ruled across top of page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruling up</td>
<td>Top line ruled with red pencil and ruler across entire page</td>
</tr>
<tr>
<td>Date</td>
<td>Written in first blue line next to left hand margin (This is UNDER the top ruled off red line and wide spacing on top of page) Full date written across page from left hand side – not centred e.g: Wednesday 26th July 2013</td>
</tr>
<tr>
<td>Title</td>
<td>Written in next blue line beside the left hand margin (not centred) and underlined in red.</td>
</tr>
<tr>
<td>Ruling Off</td>
<td>When work is complete, leave one line, rule off on the next line in red to the edge of the page.</td>
</tr>
<tr>
<td>Pages</td>
<td>Used consecutively and completely, where appropriate to do so</td>
</tr>
<tr>
<td>Title Pages and Borders</td>
<td>Applicable to Scrapbooks and Botany books Commencement of each unit Consistent coloured instruments</td>
</tr>
<tr>
<td>Photocopied sheets</td>
<td>Attached so as not to protrude from the book – trim where needed A4 single sided-fold in half, neatly glue on one side A4 double sided-folded in half, one strip of glue across the top A5 single sided-neatly glued into book</td>
</tr>
<tr>
<td>Writing Instrument</td>
<td>Sharp pencil (HB lead) is used for all writing and red pencil/pen for ruling and student editing Teacher’s writing implement is a different colour to the child’s In scrapbooks, students may use crayons or coloured pencils in white pieces of the page for illustrations. No textas to be used unless on loose sheets</td>
</tr>
<tr>
<td>Errors/Editing</td>
<td>A single line through the word/sum/number Yr 6 &amp; 7 errors in pen may be corrected with correction tape; edit in pen No rubbing out unless final copy</td>
</tr>
<tr>
<td>Teacher Feedback</td>
<td>Teachers will acknowledge or correct EVERY piece of student work. Acknowledge by putting signature, no tick (as this implies everything is correct) and no date (children have already written it) OR Correct by making amendments to the students spelling, punctuation, layout as per KSSS Editing Code Written corrective feedback is provided in the margin or on the line before the ruling off Do not tick each sound, once children are writing in sentences. Only do this at the individual word level or choose 1 word to focus teaching.</td>
</tr>
</tbody>
</table>

Books will be neat, legible and free of graffiti and scribble.
# Bookwork Protocols: Maths

## Year P-7

<table>
<thead>
<tr>
<th>Maths scrapbook: Short date; title and underlined in red; handouts glued in as below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maths Books: 8mm ruled (5-7), 10mm grid (1-4) or 15mm grid (Prep)</td>
</tr>
<tr>
<td>Mental Maths: in back of grid book and upside-down; page folded and ruled into 4 columns</td>
</tr>
</tbody>
</table>

### Ruling Columns
- Pages folded vertically to form 2 columns (P-4)
- Pages ruled vertically to form 3 columns (5-7)
- Columns ruled in red pencil/pen (5-7)
- Work down the page, filling each column before starting a new column

### Ruling up
- Top line ruled with red pencil and ruler across entire page ON the existing line
- No margin

### Date
- On left hand side at beginning of each section of work
- eg. 22-10-12 or 22/10/12 but not 22nd Oct 2012

### Title
- Written in first blue line/row next to left hand margin (not centred) and underlined in red pencil/pen.

### Ruling Off
- When work is complete, leave one line, rule off the next line in red pencil to the edge of the page.

### Pages
- Used consecutively and completely when possible

### Photocopied sheets
- Attached so as not to protrude from the book- trim where needed
- A4 single sided-fold in half, neatly glue on one side
- A4 double sided-folded in half, one strip on glue across the top
- A5 single sided-neatly glued into book
- Prep: independent in Semester 2

### Writing Instrument
- Sharp pencil (HB lead) only
- Colour may be used in graphing and fractions etc
- Teacher’s writing implement is a different colour to the child’s
- No texts to be used unless on loose sheets

### Errors/Editing
- A single line through the word/sum/number
- YR 6 & 7 errors in pen may be corrected with correction tape; edit in pen
- No rubbing out unless final copy

### Teacher Feedback
- Teachers will acknowledge or correct EVERY piece of student work.
- Acknowledge by putting signature, no tick (as this implies everything is correct) and no date (children have already written it) OR Correct by making amendments to the students spelling, punctuation, layout as per the KSSS Editing Code
- Mark each maths problem with a √ or x
- Written corrective feedback is provided in the margin or on the line before the ruling off

Books will be neat, legible and free of graffiti and scribble.