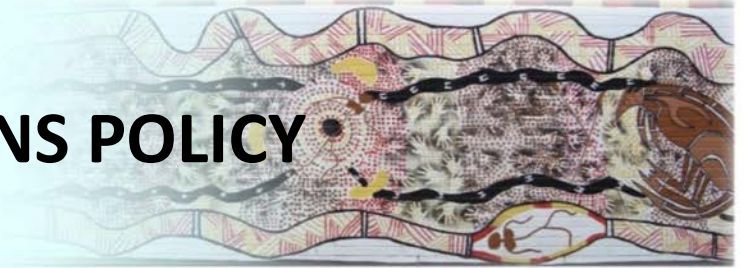




# BOOKWORK EXPECTATIONS POLICY



## **Rationale:**

- The physical appearance of the book (both inside and outside). Also, the general presentation of the book which includes setting out, spatial relationships, correctness and the standard of the actual writing.

## **Aims:**

- To achieve and develop the ability to use Foundation Handwriting and to write legibly, rhythmically and fluently with some beauty of form, speed and correctness of form and to appreciate the satisfaction of writing well so that it can be easy and pleasant to read.
- To teach the correct letter formations of the simpler letters first, and then progress when a suitable standard of readiness is reached.
- To encourage an enjoyment of writing experiences through meaningful activities such as writing sentences or making patterns
- To encourage the children to look critically at their own work and find areas needing improvement, and so take pride in their individual achievements and improvement.
- Children need direction – they need to be trained to acquire a skill.
- From an established framework, children can show their individuality and initiative and produce work of a high standard.
- The teacher should know exactly what he/she wants – (having consideration for school policy) and should then insist on it from pupils.
- The teacher should train the group consistently in the method and standard that has been set out. (The first few weeks are important).
- Standards are mainly individual and each child should be aiming to improve his/her own work.
- Any weakness in formal writing ability can often be compensated by cleanliness and neatness of setting out.
- Children appreciate recognition of effort – e.g teacher's comments, use of stamps, stars, scores etc.
- Correction must be done in each child's book and sign each written lesson.
- The teacher's own writing and setting out on the Smartboard and in the children's books should be of good quality.

## **Implementation:**

- Write the short date at the top right hand side of the page.
- The teacher should insist, at all times, on the format of the setting out required.
- Children should be provided with books from school supplies. Requirements should be discussed with the Principal prior to orders being submitted each year.
- It is recommended that children's books be covered. Putting clear plastic over the covers is

optional.

- In general black lead pencils will be used by pupils until biro will be introduced (pen licence). It is recommended that children rule pages in black lead pencil or red biro.
- Teacher can reserve a colour, e.g. green, for his / her own use when marking work. Children use red biro for marking and corrections. Colouring in by pupils (shading is recommended) should be with coloured pencils and textas (on worksheets). Follow school editing code – see posters.
- In Maths books - K – 6 is all done in pencils. Print all work. Use grids in your maths book. Children are to refrain from drawing or scribbling on the covers.
- Children should also be encouraged to explore different fonts for doing presentations such as headings in project books.
- Teachers should initial and date all corrections.
- Please don't allow liquid paper, scribbling or crossing out.

\* Bookwork Expectations posters and display in each classroom.

### **Evaluation:**

- This Policy will be reviewed as part of the school policy review cycle by staff in consultation with families.









