

FREEMANS REACH PUBLIC SCHOOL

Bookwork Expectations

Policy Statement

January 2023



Rationale

At Freemans Reach Public School 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 Freemans Reach Public School 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 (including use of technology) for different purposes and audiences
- Legible and fluent handwriting is essential for effective written communications
- Presentation, neatness and fluency partly constitute quality work.

The role of the teacher:

- **Regularly check** bookwork and ensure student understanding of editing codes and comments
- Teachers are to mark in **coloured pen**
- Provide **regular handwriting** lessons in the 'NSW Foundation Style'
- **Promote** correct posture, pencil grip, use of materials, and to share this with parents
- **Expect high standards** of bookwork, providing regular practice from the board
- Develop a **reward system** within the class to acknowledge good work
- **Celebrate quality** work through use of stickers, stamps, certificates, written comments for neatness, style and presentation
- Recognise **the importance of word-processing**, desk top publications and multi-media presentations as part of bookwork standards

The role of the student:

- To use **upper- and lower-case** letters correctly
- To reflect upon and apply strategies for **corrections** made in teacher comments
- To ensure books are protected with **covers** (paper, contact, or class-made), correctly labelled with full name, subject and class
- To **date** each piece of work
- Place a bracket around **errors made** (no liquid paper)
- To refrain from the use of **graffiti** and scribble in books and on covers
- To cut, trim and paste **sheets** neatly if requested
- To ensure correct **posture and pencil grip**
- **To form letters** correctly with consistent spacing, size, slope and alignment
- To use **all lines** in a book unless specified by the teacher

- To rule a 2cm **margin** from the top to the bottom line with a lead pencil (red pen if they have a pen licence)
- To use lead pencil with a ruler to **underline** all headings (red pen if they have a pen licence)
- To write your **name** on pieces of work
- To accurately measure and draw **page layouts and borders**
- To use pages **consecutively** and completely unless specified by the teacher
- To take **pride** in all work
- To **print all labels** on maps and diagrams (with HB pencil)
- To **progress** from HB pencil to ballpoint pen by the end of year 4
- To ensure all **pencils** are sharp and of a suitable length to hold
- To ensure they have the **correct writing instruments** for their stage

Acceptable Bookwork Practices K-6

- Colouring is to be done neatly
- **Sharp pencils** to be used
- **HB pencils** only
- Students are to **mark in lead or one chosen coloured pencil (not red)** only
- Any **errors** are to be corrected by **placing a bracket** around the error
- Work must be **sequenced** page by page
- **Correct pencil grip** must be used
- Writing must begin from the **far left of the page**
- Beginning work with **clean arms and hands**
- **Any ruling** up eg margins, are to be completed using a **lead pencil ONLY**
- **Blue or black pens ONLY** are permitted
- **Standard size** pens are to be used
- **Glue sticks** are encouraged

Unacceptable Bookwork Practices K-6

- **Scribbling** over pictures
- **Scribbling** on worksheets
- Defacing book covers with **graffiti**
- **Scribbling or crossing** out errors
- Writing over the **top** of errors
- Writing **across to the next page** – left page to the right page
- **Missing** pages
- **Liquid paper**
- **Electronic stationery**
- **Felt tip pens**
- **Runny glue**

Bookwork Expectations

Early Stage 1

Book/Subject	Book Type	Expectations
Mathematics	Grid Books	<ul style="list-style-type: none">• Term 1 – Lead pencils• Term 2 – Lead pencils to be used• Term 3 – Lead pencils to be used• Term 4 – Lead pencils to be used
History/Geography	A3 scrapbook	<ul style="list-style-type: none">• Term 1 – Lead pencils• Term 2 – Lead pencils to be used• Term 3 – Lead pencils to be used• Term 4 – Lead pencils to be used
Writing	A4 Story Book	<ul style="list-style-type: none">• Terms 1-4 – Lead pencils for writing – coloured pencils for illustrations
Handwriting	Yellow Handwriting Book	<ul style="list-style-type: none">• Lead pencil
Reading	Red Book	<ul style="list-style-type: none">• Lead pencil / coloured
Workbook	A3 Scrap	<ul style="list-style-type: none">• Lead pencil / coloured
Spelling	Salmon	<ul style="list-style-type: none">• Lead pencil

Stage 1

Book/Subject	Year Level	Book Type	Expectations
Spelling	Year 1 + Year 2	Red Exercise	<ul style="list-style-type: none">• Fold page in half – Spelling words down the left side• Spelling test is to go in the back of the spelling book• Short date on top of the column• Lead pencil to be used
Writing	Year 1 + Year 2	A4 Storybook 12mm line	<ul style="list-style-type: none">• Lead pencils are to be used• Terms 1-3 no margin required• Term 4 – 2cm margin – measure at the top of the page and at the bottom of the page (Yr 2 only)• Short date each activity
Reading	Year 1 + Year 2	Red Exercise	<ul style="list-style-type: none">• Lead pencils are to be used• Terms 1-3 no margin required• Term 4 – 2cm margin – measure at the top of the page and at the bottom of the page• Short date each activity
History / Geography / Science	Year 1 + Year 2	Scrapbook	<ul style="list-style-type: none">• Lead pencils are to be used• Terms 1-3 no margin required• Term 4 – 2cm margin – measure at the top of the page and at the bottom of the page• Short date each activity
Handwriting	Year 1 + Year 2	Yr1 Yellow 10mm lines Yr 2 Lime Green 8mm lines	<ul style="list-style-type: none">• Lead pencils are to be used• Terms 1-4 no margin required• New page for a new day• Long date each activity – top of the page on a line of its own• One finger space between letters and words• Encourage correct letter size using guidelines only• Foundation style is to be taught
Mathematics	Year 1 + Year 2	Grid books 1cm	<ul style="list-style-type: none">• Lead pencil is to be used• Short date at the top of the page• No margin

Stage 2 – PEN LICENCES ARE ISSUED IN STAGE 2 – Teacher discretion

Book/Subject	Year Level	Book Type	Expectations
Mathematics	Year 3 + Year 4	Grid Book	<ul style="list-style-type: none"> • HB pencil only • Marking to be done with lead or one chosen colour pencil only (not red)
History / Science / Geography / Music	Year 3 + Year 4	Exercise Book	<ul style="list-style-type: none"> • Title pages are encouraged with every new unit of work • Lead pencils are to be used unless the student has achieved a 'pen licence' • A 2cm margin is to be ruled on the lined page: measuring, with a ruler, at the top and bottom of the page • Colouring pencils are encouraged when decorating/presenting work • The short date is required on the top right of the page, the next line after the margin line
Spelling	Year 3 + Year 4	Exercise Book	<ul style="list-style-type: none"> • Fold page in half • Pre-Test to be written on the left side. Corrections to be written on the right side • Test completed in the back of the book
Reading / Writing / English	Year 3 + Year 4	Exercise Book	<ul style="list-style-type: none"> • Lead pencils are to be used unless the student has achieved a 'pen licence' • A 2cm lead pencil margin – measured at the top and bottom • A heading placed at the top, in the centre, is to be underlined • The short date is required on the top right of the page, the next line after the margin line
Handwriting	Year 3 + Year 4	Exercise Book	<ul style="list-style-type: none"> • Lead pencils are to be used unless the student has achieved a 'pen licence' • A 2cm margin – measured at the top and bottom • The long date is required on the top right of any new activity • The last line of the handwriting activity is set for a pattern

Stage 3 – All students will be using pens in Stage 3

Book / Subject	Year Level	Book Type	Expectations
Mathematics	Year 5 + Year 6	Year 5 1cm grid Year 6 0.5cm grid	<ul style="list-style-type: none"> • Lead pencil only • Short date is to be written on the top right of the page • All marking is to be completed in lead pencil or a red pen • Rulers must be used when drawing straight lines
Reading / Writing / History / Geography / Science / Music Presentation / Workbook	Year 5 + Year 6	Green Exercise Book	<ul style="list-style-type: none"> • A 2cm margin is to be ruled on the lined page: measuring, with a ruler, at the top and bottom of the page • A heading placed at the top, in the centre, is to be underlined • The short date is required on the top right of the page, the next line after the margin line • All marking is to be completed in lead pencil or a red pen • Colouring pencils are encouraged when decorating/presenting work • Title pages are encouraged with every new unit of work
Spelling	Year 5 + Year 6	Exercise Book	<ul style="list-style-type: none"> • Fold page in half • Pre-Test to be written on the left side. Corrections to be written on the right side • The short date is required on the top right of the page • Test completed in the back of the book