



Redlynch State College Bookwork Policy

Secondary Campus

At Redlynch State College 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 about handwriting skills and acceptable standards of bookwork.

At RSC, we believe:

- Students should still be encouraged to make handwriting and bookwork a significant priority in their written communication.
- Students need the opportunity to present and display written work for different purposes and audiences.
- Legible and fluent handwriting is essential for effective written communications.
- Presentation, neatness and fluency is only part of what constitutes quality work.

RESPONSIBILITIES

The role of the teacher:

- ✓ Expect high standards of bookwork, providing regular practise from the board.
- ✓ Regularly check bookwork.
- ✓ Provide a variety of experiences for students to practise with a range of instruments and in different contexts.
- ✓ Celebrate good work through use of 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 - the following is expected:

- ✓ Pride is to be taken with all work.
- ✓ It is preferable for all books to be **covered** with plastic or contact.
- ✓ Any sort of **graffiti** is not acceptable.
- ✓ All work is to be **dated**.
- ✓ All pages to have a ruled **margin**.
- ✓ A **title** to be printed at the top of the page or for all new work.
- ✓ All errors in work must be neatly corrected with a ruled line through the unnecessary or incorrect work or with the use of correction tape.
- ✓ **Handout sheets** must be either glued in or placed into a A4 display folder.

The role of the parent:

Ensure children leave home each morning prepared and organised with writing requirements as per booklist.

Subject specific and teacher specific bookwork expectations and instructions will be provided at the start of the school year.