



Primary Campus Bookwork Policy

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Intent 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 and their parents about handwriting skills and acceptable standards of bookwork.

Scope This Policy applies to all Primary students.

Responsibilities

Teachers

- Provide regular writing lessons that promote Qld Print Script and Cursive writing.
- Promote correct posture, pencil grip, use of materials, and share this with parents.
- Expect high standards of bookwork, providing regular practise from the blackboard.
- Regularly check bookwork.
- Provide a variety of experiences for children to practise with a variety of instruments and in a variety of contexts.
- Provide opportunities to share good bookwork.
- Celebrate good 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.

Students

- Capitals - Used correctly
- Proof reading and editing - Students use checklists and follow expected conventions
- Date - At the beginning of work
- Graffiti - No graffiti, scribble, messy crossing outs on covers or on the inside of book
- Handwriting - Letters and numbers formed correctly
- Margin - 2cm measured from the top to
- Name - To be written on all photocopied sheets
- Pages - Used consecutively and completely unless specified by the teacher
- Pride - To be taken in all work
- Writing Instrument - Progression from pencil to pen as directed by the teacher: lead pencil in maths and for drawing diagrams and maps.

Parents & Caregivers

- Encourage children to complete work carried out at home, in a way that is supportive of this policy.
- Provide children with the minimum writing requirements designated by each teacher.

This policy is to remain in force until otherwise determined by the Executive Principal.

Responsible for Review:

Sam Molloy, Head of Campus Primary

