



Secondary Campus Bookwork Policy

Version: 1.3 | Version effective: November 2024

Intent: At Redlynch State College we promote and advocate the highest standards of written work and presentation from our students in their book work, to compliment the BYOD program. We accept the responsibility to educate our students about the necessity for handwriting skills and acceptable standards of bookwork.

Scope: This Policy applies to Secondary students.

Provision

At RSC, we believe:

- Students should still be encouraged (in the technical age of learning) 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

Teacher responsibilities:

- Expect high standards of bookwork, providing regular practise from the board.
- Regular checking of bookwork.
- Provide a variety of experiences for students to practise with a range of instruments and in different contexts.
- Celebrate good work

Student responsibilities:

- Pride is to be taken with all work in the classroom environment.
- 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**.
- A **title** to be printed at the top of the page or for all new work.
- **Handout sheets** must be either glued in or placed into a A4 display folder.

Parent/Carer responsibilities:

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

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

Responsible for Review: Maurice Andrejic, Head of Campus - Secondary

