

HOLY NAME PRIMARY SCHOOL

FORSTER



Bookwork Policy

Last Reviewed

2016

Updated

2018

BOOKWORK POLICY

RATIONALE

At Holy Name, in offering a high standard of education, we believe that it is necessary to maintain standards of excellence in all bookwork in each Stage.

This can be achieved with consistent effort on the part of teachers and students alike. We recognise the value of bookwork and the pride that it manifests by producing work of high quality, with good presentation and organisational skills. These skills carry over to all work – labelling, illustrating, drawing, writing and ruling.

To enhance the standard of bookwork, all exercise and textbooks must be covered.

A Statement of the Catholic Dimension of Holy Name School

Our Vision

Holy Name School is a parish-based community of life-long learners fostering a positive, challenging, child-centred environment founded on gospel values. The children are nurtured to become responsible, discerning thinkers displaying “concern for others”.

A Statement about Learning at Holy Name School

Holy Name Primary School strives to create a collaborative, supportive and faith-filled learning community where all learners are valued and encouraged to achieve their potential.

As a school we are committed to:

- Child-centred learning
- An holistic education inspired by the vision of Jesus that nurtures the whole human person, inviting them to make life-enhancing choices
- Developing and enhancing a positive school and parish relationship inclusive of teachers, students and their families
- Teaching and Learning that is engaging, purposeful and creative where children and teachers are encouraged to take risks and develop a life-long love of learning
- High expectations of learners and the challenging of learners to creatively solve problems
- Providing a range of learning opportunities that allow all learners to experience success
- Building resilience and a capacity to engage and respond to the needs and demands of 21st Century learning

AIMS

At Holy Name, through our bookwork, we aim to:

- Develop the personal potential of each child
- Encourage the child to develop and value his/her book presentation to the fullest
- Develop self-discipline and responsibility for his/her work
- Develop and improve organisational skills in bookwork
- Develop in the student pride in his/her work, and the value of always presenting work of a high standard

IMPLEMENTATION

Roles and Responsibilities

It is the teacher's responsibility to:

- Ensure that high standards are maintained throughout all bookwork
- Inform the students and their parents of the bookwork policy of the school
- Collect and correct all bookwork regularly
- Implement the policy as per guidelines of each Stage

Time Frame

The policy will be implemented at the beginning of the year and maintained throughout the year.

Bookwork Procedures for students

- All exercise books must be covered in an appealing manner and labelled in an appropriate manner stating name, class and subject
- All text books, where appropriate, must be covered in clear contact with student name clearly labelled where it is for personal use
- There is to be no graffiti or scribble on the covers, inside or out
- Writing is to be legible
- All editing is to be in accordance with the school's editing code K – 6.

Setting Out

- A 2cm margin is to be ruled down left side of each lined page as required in Stages 2 and 3
- Borders on blank pages are optional
- A red line is to be ruled across the page at the completion of work
- Date is to be written at the top of the red Leader line at the commencement of work
- Underlining is to be done using a ruler
- For mistakes brackets followed by a small cross is preferred. There is to be no crossing out or scribbling out
- Correct handwriting (NSW Foundation Style) is to be used

Writing Implements

- Liquid paper is **NOT** to be used by the students, nor correction tape
- Textas are not to be used directly into books, but may be used on stencils. Gel pens are to be used for decorative work only
- Year 3 are to use pencil except for decorative work
- During Stage 2, but at the teacher's discretion, it is hoped that each child would receive their 'pen license' allowing them to use blue biro for writing and red for underlining and student marking.
- No erasing of biro. Erasers are permitted for lead pencil work
- Coloured pencils, pens, textas and crayons to be used when applicable

Photocopied Worksheets

- Photocopied worksheets are to be pasted in neatly to fit the page
- If folding is necessary use **ONLY ONE FOLD**
- Encourage students to use own illustrative skills rather than worksheets
- All photocopying is to be in accordance with Copyright regulations

EVALUATION

- Students books will be regularly collected and corrected, dated and initialled by the teacher
- Students will regularly self assess their bookwork using the attached rubric.
- Positive reinforcement will be given through comments, legibly written, or through stickers/stamps
- Students may be sent to Principal/ Stage Leaders or other teachers for positive reinforcement
- Be aware of spelling errors and mark as per the school's editing code
- Books will be called for from the school Leadership Team regularly

Resources

- Pen Licences
- Exercise Books
- Writing Implements
- Handwriting Texts

BUDGET

Books required for the Stage will be purchased from the school's budget. Equipment for each Stage is supplied as follows. Equipment once this supply is exhausted will be supplied by the parent / guardian

Early Stage 1

All pencils and equipment supplied for Term One and as deemed necessary by the teacher

Stage 1

All pencils and equipment supplied for Term One and as deemed necessary by the teacher

Stage 2

Two lead pencils and one red pen will be issued per term. One ruler per year. Blue pens on requisition of pen licence

Stage 3

Two blue pens and one red pen per term. One ruler per year.

APPENDICES

1. Student bookwork self-assessment rubric
2. Holy Name School K-6 Editing Code

EVALUATION

The evaluation of this policy will take place:

Every 2 years or as designated within the Policy Development Timeline

- With significant staff changes
- As the need arises
- When changes in government and/or Diocesan policy occur.

This will be done by:

- Teaching staff
- Plus other nominated personnel

At:

- Staff meetings and/or
- Policy review meetings.

BOOKWORK STUDENT SELF-EVALUATION

Date:	NEVER 1	SOMETIMES 2	USUALLY 3	ALWAYS 4
Book is covered and labelled clearly with name and subject				
Book is free from graffiti				
Writing can be easily read				
Each page has a 2cm margin on the left hand side				
A red line is ruled at the end of each day's work				
The date is written and underlined at the commencement of each day's work				
Underlining is done with a ruler				
Mistakes are indicated according to school editing code				
Foundation writing is used (except for labelling)				
Sheets are trimmed and pasted in neatly – no folds				
Written work is finished				
Illustrations and diagrams are coloured in neatly as necessary				
Book has been handed in for correction and has teacher's signature				
<i>Score for each column</i>				
<i>Total score</i>				

Area for improvement: _____

Student signature: _____

Teacher's signature: _____

Holy Name School

Editing Code

Symbol	Explanation
m M	Does this word need a capital, or is it wrongly capitalised?
0	What punctuation is missing here: comma, full stop, question mark, exclamation mark, speech marks or apostrophe?
speek	Would you please check this spelling?
^	Is a word or phrase missing?
Then	Can you find a better sentence beginning?
said	Can you find a word that is more expressive?
[Could this be a good place to start a new paragraph?
*	Does this make sense?
()*	Is this needed? Is this a mistake?
↕	Sequencing - could these ideas be placed in a better order?
~~~~~	Grammar - does this sound right?
#	Would you please see me?

# Holy Name School Editing Code

Symbol	Explanation
<del>m M</del>	Does this word need a capital, or is it wrongly capitalised?
0	What punctuation is missing here: comma, full stop, question mark, exclamation mark, speech marks or apostrophe?
<u>speek</u>	Would you please check this spelling?
---	Is a word or phrase missing?
<u>Then</u>	Can you find a better sentence beginning?
<div style="border: 1px solid black; padding: 2px; display: inline-block;">said</div>	Can you find a word that is more expressive?
[	Could this be a good place to start a new paragraph?
*	Does this make sense?
( x )	Is this needed? Is this a mistake?
	Sequencing - could these ideas be placed in a better order?
	Grammar - does this sound right?
	Would you please see me?