St Bernard’s Primary School Berowra Heights

Bookwork policy

Rationale
At St Bernard’s we believe that students’ work should be presented in a neat and tidy manner and that each Stage should have the same guidelines and consistency.

Aim
To provide guidelines for consistency and development of Bookwork skills from Early Stage 1 to Stage 3.

Implementation
The following guidelines are to be implemented for each stage

Early Stage 1

- Lead pencils are used for writing
- Write from left to right
- If an error is made, students put a line through the word
- Turn one page at a time
- No scribbling or graffiti on all books
- In Term 3 exercise books with lines are introduced for journal writing
- Date to be stamped on each page
- Crayons or coloured pencils only are used to add colour to pictures in books
- All book work is to be presented neatly (students will need to re-write work in their own time that is not up to standard)
- All books are to be kept in good order. Books are to be covered.
Stage 1

- Year 1/2 handwriting books are used (special guidelines) for all KLA’s and students are expected to write in between the lines
- If an error is made, students put one neat line through the word
- The date is to be written in top right corner of the page
- Before commencing new work, miss a line and write the date.
- Crayons or coloured pencils only are used to add colour to pictures in books
- All books are to be kept in good order. Books to be covered.
- All book work is to be presented neatly (students will need to re-write work in their own time that is not up to standard)
- No graffiti or drawing on books at any time

Stage 2

- Every page must have a 2 cm margin ruled if not already in book
- Margins and lines are to be ruled in pencil until the receipt of pen licence in Year 4
- Date must be written in top right corner of the page
- Every line is to be written on
- Before commencing new work, miss a line, rule a line across the page and write the date
- All pages are to be used in order (no missed pages)
- When complete, work is to be ruled off
- All lines are to be drawn using a ruler
- Liquid paper is not to be used
- All book work is to be presented neatly (students will need to re-write work in their own time that is not up to standard)
- Crayons or coloured pencils only are used to add colour to pictures in books
- If an error is made, students put a line through the word
- No graffiti or drawing on books at any time
- Ball point pens only to be used in books
- All books to be kept in good order. Books to be covered

Stage 3

- Every page must have a margin ruled in red if not already in book
- The date must be written at the top of the page
- All pages are to be used in order (no missed pages)
- The back of each page is to be written on
- All lines are to be drawn using a ruler
- Liquid paper is not to be used
- Headings have to be underlined with red pen
- Students are to mark their work using a green pen
- All books are to be kept in good order. Books to be covered.
- No graffiti or drawing on books at any time
- Crayons or coloured pencils only are used to add colour to pictures in books
- Ball point pens only to be used in books
- If an error is made, students put a line through the word
- All book work is to be presented neatly (students will need to re-write work in their own time that is not up to standard)

All students books must be marked, signed and dated each week.

To be reviewed 2017