

## Bookwork Policy

### 1 RATIONALE

Well-presented bookwork is a valuable aspect of the teaching & learning process. It reflects the students' willingness to strive for excellence in the formal assessment process, bookwork is not an assessable item, rather one which is encouraged positively.

### 2 AIMS

2.1 To encourage students to take pride in their bookwork.

2.2 To foster students organisational skills

2.3 To assist in developing positive work habits

### 3 IMPLEMENTATION

#### Infants K-2

3.1

- All books are to be covered and labeled with both name and subject
- All work is to be neatly presented
- Writing is to be in printing foundation style
- Students will use lead pencil
- Generally No textas to be used in books
- Year 2 students will rule a margin in pencil and work will be dated.
- Mistakes are to be corrected in appropriate fashion

#### Primary/Secondary 3 –10

3.2

- All books are to be covered and labeled with both name and subject
- All work is to be neatly presented
- All writing is to be done in cursive and blue ballpoint pen only
- All lines are to be ruled in red ballpoint pen only
- Margins must be ruled and are to be 2 cm wide
- All work must include a date
- All completed work is to be ruled off on the next line
- No textas to be used in books with teachers discretion only
- Mistakes are to be corrected in the appropriate fashion
- Books must be handed in when requested
- No writing or drawing on books or folders
- Each page is to be completed unless otherwise instructed
- Unsuitable bookwork may be required to be redone in the child's own time. A note may follow this to parents.
- A copy of bookwork rules should be signed by students and placed in books

## **EVALUATION**

The Bookwork team is responsible for the required review of the bookwork policy. The review will be based on the success of the program offered and any problems that are identified during evaluation time.

Specifically, the evaluation will examine how the implementation strategies reflected the aims.

Last Review Oct 08 Next Review Oct 10