

CALLIOPE STATE SCHOOL

BOOKWORK EXPECTATIONS



RATIONALE

The purpose of guidelines for teachers for students' bookwork is to achieve consistency and continuity of approach for both students and teachers across the year levels Prep to Year 7.

Students' bookwork often provides a 'window into the classroom'.

Bookwork is important

- for parents to see the progress of their child's work
- for children to gauge their progress
- for teachers to note the progress and development of children's learning

Regular feedback of children's bookwork will allow reflection on their progress and provide a supportive, encouraging framework for improvement. Teachers will acknowledge or mark each piece of student work.

Modelling by teachers of correct handwriting, numerals and presentation will greatly assist students.

Remember the standard you set is the standard you get. In all aspects of our teaching it is important to remember the valuable role of modelling, which teachers perform daily for students.

As students' progress from Prep to Year 7 they will be able to identify with consistent high expectations and approaches from teachers.

This will include:

- Each students book will be covered with the child's name, school year level and subject clearly indicated
- Title page (teacher/year level produced)
- Keep books neat at all times with no scribbling or graffiti
- Use pages consecutively
- Trim and glue worksheets to fit neatly inside the book
- Use a ruler for all lines
- Write in pencil. A pen licence is issued to Year 7 students with bookwork at a consistently high standard in Semester 2 only
- Rub out or rule a single line through mistakes
- Date each piece of work
- Cursive handwriting is introduced in Year 2 and continues to be refined and consolidated throughout the primary years. Students in Prep to 7 will need regular practice to develop handwriting skills.

To achieve this, all teachers explicitly teach to the bookwork and presentation expectations and teaching staff regularly provide feedback on bookwork.

"What is the educational justification for using a photocopied worksheet?"

The use of photocopied worksheets is educationally justified to supplement student's learning; however, they should not form the core of the teaching and learning. Valued worksheets should be trimmed and glued neatly into student's books with no edges protruding.

Bookwork expectations for Years Prep -2:

English / Writing Books

Margin	No margins
Ruling Up / Ruling Off	Rule off after exercise / day's work
Date	Each new piece of work e.g. 04.03.13
Writing	Pencil, Queensland Beginners' Script (Year 2 – entry/exit introduced)
Worksheets	To be glued in straight without overdoing the glue
Books will be neat, legible and free of scribble and graffiti. Teachers will acknowledge every page / day's work.	

YEAR 1 Specific Expectations

- i. New sentence or paragraphs are to be started on a new line without indentation

YEAR 2 Specific Expectations

- i. New sentence or paragraphs are to be started on a new line without indentation
ii. Itemise exercises and activities using the form 1. A. a. (note numeral or letter followed by a dot).
(Not for Grade 1)

Maths Books

Margin	No margins
Ruling Up / Ruling Off	Rule off after exercises, activities or days of work Daily number facts – 4 ruled columns (back of book)
Date	Each new piece of work e.g. 04.03.13
Writing	Pencil, Queensland Beginners' Script (Year 2 – entry/exit introduced)
Worksheets	To be glued in straight without overdoing the glue
Books will be neat, legible and free of scribble and graffiti. Teachers will acknowledge every page / day's work.	

YEAR 2 Specific Expectations

- i. Fold page in half and rule for operations only. Children are expected to be able to rule from top line to bottom line.
ii. Ensure numerals are written with attention to regular spacing
iii. One numeral only in each grid square.
iv. A one line space is left between numerals and exercises.
v. Itemise exercises and activities using the form 1. Or A. or a. (Note numeral or letter followed by a dot).
vi. Numeral should sit on lines.

$$+ \begin{array}{|c|c|} \hline T & O \\ \hline 1 & \cancel{1} \\ \hline 2 & 6 \\ \hline & 5 \\ \hline 3 & 1 \\ \hline \end{array} \quad \text{Bold Lines}$$

Bookwork expectations for Year 3:

English / Writing Books

Margin	Introduce a thin ruler width margin on the left of each page
Ruling Up / Ruling Off	Rule on top and bottom line of each page Rule off after exercise / day's work
Date	Date is written at the start of each day's work e.g. 04.03.13 Monday 1 January 2013 (handwriting book – long date)
Writing	Pencil, Queensland Cursive
Worksheets	To be glued in straight without overdoing the glue
Books will be neat, legible and free of scribble and graffiti. Teachers will acknowledge every page / day's work.	

YEAR 3 Specific Expectations

- i. New sentence or paragraphs are to be started on a new line without indentation
- ii. Leave a line between each paragraph
- iii. Itemise exercises and activities using the form 1. A. a. (note numeral or letter followed by a dot).

Maths Books

Margin	No margins
Ruling Up / Ruling Off	Fold page in half and rule down the centre (grid book) Rule off after exercises, activities or days of work Daily number facts – 4 ruled columns (back of book)
Date	Each new piece of work e.g. 04.03.12
Writing	Pencil
Worksheets	To be glued in straight without overdoing the glue
Books will be neat, legible and free of scribble and graffiti. Teachers will acknowledge every page / day's work.	

YEAR 3 Specific Expectations

- i. Ensure numerals are written with attention to regular spacing and columns.
- ii. No space is left between numerals.
- iii. Itemise exercises and activities using the form 1. A. a.
- iv. Leave one line space and rule off to complete each exercise.
- v. Numeral size to be encouraged is two thirds of faint blue lines.

	H	T	O				H	T	O	
1.	3	4	6	1.			4	9	1	
	+	1	2	1			-	2	5	0
	<hr/>						<hr/>			
2.	6	4	3							
	+	2	5	4						
	<hr/>						<hr/>			

OTHER SUBJECT AREAS

- i. Students' pads should begin with a title page
- ii. Topics and titles to be centred.
- iii. A thin ruler width margin should be ruled on left side of lined page.
- iv. Short date (01.03.12) is written.

OTHER AREAS (Refer Project Presentation)

- i. Students' pads should begin with a title page.
- ii. Topics and title to be centred and underlined.
- iii. Printing form to be used for illustrating, labelling and mapping. All other writing to be in cursive.
- iv. All printing to be horizontal except for land forms.
- v. Margin is used in other subject areas, social studies, science.
- vi. Borders to be used on presentation pages - SOSE and Science books.

Bookwork expectations for Years 6-7:

English / Writing Books

Margin	Thin or 2cm drawn in pencil or red biro, placed down left hand side of the page
Ruling Up / Ruling Off	Rule on top and bottom line of each page with red biro Rule off after exercise / day's work
Date	Date is written at the start of each day's work e.g. 04.03.13 Monday 1 January 2013 (handwriting book – long date)
Writing	Pencil, Queensland Cursive
Worksheets	To glued in straight without overdoing the glue
Books will be neat, legible and free of scribble and graffiti. Teachers will acknowledge every page / day's work.	

Year 6 – 7 Specific Expectations

- i. New sentence or paragraphs are to be started on a new line without indentation
- ii. Leave a single line between each paragraph
- iii. Itemise exercises and activities using the form 1. A. a. (note numeral or letter followed by a dot).
- iv. Underlining and corrections are done in pencil, neatly
- v. Upper case letters to be two thirds of feint blue lines. Lower case letter size to one third of feint blue lines.

Maths Books

Margin	No margin
Ruling Up / Ruling Off	Fold page in half and rule down the centre Rule off after exercises, activities or days of work Daily number facts – 4 ruled columns (back of book)
Date	Each new piece of work e.g 04.03.12
Writing	Pencil
Worksheets	To glued in straight without overdoing the glue
Books will be neat, legible and free of scribble and graffiti. Teachers will acknowledge every page / day's work.	

Year 6 – 7 Specific Expectations

- i. Numeral size to be encouraged is one third width of feint blue lines
- ii. To facilitate understanding and uniformity the following have been adopted;
 - (a) Spaces are used between ones, thousands and millions 2 756 249
 - (b) Fraction vinculum is a horizontal line $\frac{3}{5}$
 - (c) Mixed number is written. $1\frac{6}{7}$
 - (d) Fractions are written between the lines. $\frac{7}{8}$
 - (e) Decimal point is shown on the line e.g. $0.5\overline{\hspace{1cm}}$
 - (f) Zero is used to show place value when writing decimal numbers. eg: 0.5.

OTHER AREAS (Refer Presentation of project work)

- i. Student's pads should begin with a title page.
- ii. Topics and title to be centred and underlined.
- iii. Printing form to be used for illustrating, labelling and mapping. All other work to be in Qld cursive.
- iv. Margin is used in other subject areas, social studies, science. (Lined page)
- v. Borders to be ruled in presentation pages.

FORMAT FOR LETTER WRITING

75 James Street
Calliope 4680

23-04-13 (or 23 April 2013)

Dear Grandmother,

I received your gift last Friday on the morning of my birthday. I'm sure the skates will be well used each week. I tried them on Saturday when our friends, Mr and Mrs Brown of North Bondi, took me to the skate centre.

Your present gave me a great thrill.

Your loving granddaughter,

Kathleen.

Points to note:

1. For business letters the addressee is listed 1 line space under the sender's address/date.

Heading for business letters as follows:-

Calliope State School
PO Box 232
CALLIOPE 4680

The Manager
Reinhold & Stanaway Pty Ltd
147 Goondoon Street
GLADSTONE 4680

23/04/13

Dear Sir/Madam

2. No punctuation in the head of the letter. (commas, full stops)
3. A line space between paragraphs in lieu of indenting.
4. When writing the date there is NO 1st, 2nd, 3rd, 4th etc. There is no comma between the month and year and NO full stop at the end. eg: 7 March 1994

PRESENTATION OF PROJECT WORK
SOSE / SCIENCE / UNIT

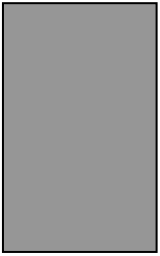
POINTS TO NOTE

1. Be aware of size of project in relation to year level of child.
2. Heading should be clear, large, capitals, centred (top or middle of page)
3. Sub-heading should be smaller than title but should stand out from text.
4. All illustrations (pictures, maps, diagrams, flow charts) should have a border and a relevant caption.
5. Illustrations should be placed with related text.
6. Captions should be explanatory and related to the text, adding extra information.
7. The whole page / project needs to be visually balanced. Be aware of white space.
8. All captions and illustrations should be printed.
9. A border around the whole page enhances final product.
10. Be aware that quality text is as important as visual enhancement.
11. Year 6/7
 - sources to be listed.
 - A title page / table of contents is required.

ENVELOPE FORMAT

Points to Note:

- i. No full stops or commas
- ii. No underlining
- iii. Always include the town or city and the postcode in capitals.

$\frac{1}{3}$	$\frac{1}{2}$
	The Librarian Australia College 385 Main Street HOPPERS CROSSING VIC 3030
	

SENDER

The Director
Centre for Economic Education
PO Box 334
ALBERT PARK VIC 3206



CALLIOPE STATE SCHOOL
EDITING SYMBOLS

Year 1

Children to be introduced to:

○	this word is spelt incorrectly
≡	need a capital
⊙	forgot full stop



Teacher to model these symbols in preparation for Year 2:

^	missed out a word (s)
 c r o  d	check this part

Year 2

Use of symbols introduced in Year 1 to be consolidated
PLUS

introduce

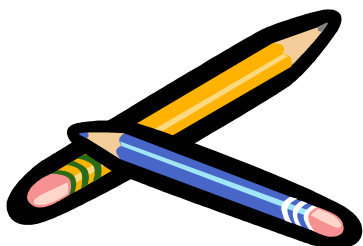
≠	doesn't need a capital
○	forgot question mark
 	doesn't need this punctuation

Year 3

Use of symbols introduced in Year 1 and 2 to be consolidated
PLUS

Introduce



NP	[use of margin
?		new paragraph
		does this make sense?



Year 4-7

Consolidate all symbols used in Years 1-3

Introduce

	()	is this necessary
	○ ○ ○ ○	this punctuation mark is not appropriate
NOTE:	○	Also used by children when self editing. Teacher continues to use for poor spellers or <u>some</u> parts of word
		Change sequence of information
		Check grammar

Year 5, 6, 7

Consolidate all editing symbols introduced in Year 4

Editing Checklist

I have checked:

- if my work makes sense
- add / delete a word
- if I can improve my work
- punctuation
- spelling
- and read to a friend

^	Gait
○ ○ ≡ ≠ ○	
	becase

X _____

