

Student Bookwork Policy

Aim

- ✓ To set guidelines for the acceptable presentation of students' workbooks.
- ✓ For students to take pride in the work they present in all classes.
- ✓ To foster students' organisational skills.

Outcomes

- ✓ Students will take pride in the presentation of their book work and will be proud of their work at all times.
- ✓ Well-presented books with legible handwriting to help students to work toward achieving expected academic outcomes.

Rationale

- ✓ Neat presentation of book work is an important aspect of the teaching-learning process.

Implementation

- ✓ First lesson in each subject, ensure students have clearly named their books / preferably covered.
- ✓ Teachers define clear standards of setting out work in notebooks. Expectations explained to students on first day of the year and revisited each term.
- ✓ Policy to be glued in to student notebooks.
- ✓ If students are required to present notes in a different format for a different purpose or if it needs to be subject specific, they are taught the expectations. For example, a subject may prefer to have a line down the middle of the page rather than a margin.
- ✓ Note-taking should clearly reflect curriculum intent.
- ✓ Evidence of teacher sighting (comments/initials/sticker/stamp etc.). Feedback should align with curriculum intent. It is recognised that it is not feasible to collect notebooks of every student you teach on a weekly basis. It is suggested that you collect 3-5 books weekly and provide feedback. If the opportunity presents itself while students are working quietly to look at notebooks, then do so. All notebooks to be thoroughly checked at least once a term. Checking pro-forma to be glued in; signed by teacher, student and parent.
- ✓ Homework should be easily identifiable.
- ✓ Neat book work and presentation is celebrated and recognised through positive feedback: teacher comments in notebook, stickers, stamps, certificates, feedback from administration, assembly awards.
- ✓ Bookwork will form part of the comment section on their report card. Bookwork reflects the students' commitment to quality outcomes from the effort given.

General Expectations

- ✓ Notebook is to be kept neat and tidy.
- ✓ All pages should have a margin (ruled using a ruler and preferably a red pen).
- ✓ All work must include a date in the margin.
- ✓ Title of work being covered is included / underlined.
- ✓ Writing in blue or black pen unless otherwise specified.
- ✓ All drawings to be in pencil unless otherwise specified.
- ✓ Underlining is to be done with a ruler, preferably using a red pen.
- ✓ Errors are to be corrected in an appropriate manner – use of an eraser (for pencil) or one neat line through the mistake with the correction written above the mistake. Correction tape may be used. Liquid paper is not allowed.
- ✓ Self-editing to be clear and appropriate.
- ✓ All handouts to be glued in neatly.
- ✓ Pages to be used consecutively and completely, unless specified by the teacher. There should be no empty spaces or pages.
- ✓ If classes leave their notebooks in the room (and do not take them home), embed collection and return as part of lesson routine.
- ✓ If books are defaced with scribble/graffiti etc., students remove pages and, if necessary, re-write notes.