

Wilson State School Bookwork Expectations



Always Our Best

Students at Wilsonton are expected to maintain a high standard of bookwork. High expectations and standards in this area keep the focus on quality work at all times.

At Wilsonton we believe:

- Students need time and opportunity to develop handwriting styles
- Students need encouragement to develop a legible handwriting style and a high standard in bookwork presentation
- Students need the opportunity to present and display written work for different purposes and audiences
- Legible handwriting is essential for effective communication
- Well organised bookwork allows students to access and understand their work more effectively, therefore making revision and the completion of tasks more efficient
- Students who take pride in their work are more likely to have a positive attitude towards school and learning

Responsibilities

The role of the teacher:

- To explicitly teach bookwork expectations
- To promote correct posture, pencil grip and use of materials
- To expect high standards of bookwork
- To display and use the Wilsonton Editing and Proofreading Key
- To regularly check bookwork
- To provide feedback that can be read by the student, provides a good language model and is personal
- To provide students with a variety in experiences, writing instruments and contexts
- To provide opportunities to share examples of high quality bookwork
- To celebrate good work through the use of stickers, stamps, certificates and written comments for neatness and presentation
- To recognise the importance of word-processing and multimedia presentations as part of bookwork standards

The role of the student:

- To maintain a book and/or display folder for each learning area
- To clearly label each book with name, learning area and year level
- To keep books free of graffiti
- To use neat, legible handwriting
- To date all bookwork (eg. 20/09/2012)
- To title work appropriately as directed by the teacher
- To rule a margin on each page as directed by the teacher
- To keep books to an expected standard that has been outlined for each learning area
- To use consecutive pages within books unless specified by the teacher
- To correct mistakes in an appropriate manner – use of eraser (for pencil) or neat crossing out
- To glue worksheets into the appropriate book or store in the appropriate display folder
- To glue sheets neatly into books, trimming if necessary
- To act on feedback provided by teachers
- To progress from pencil to pen as directed by the teacher

The role of the parent:

- To encourage children to complete homework tasks in a manner that is supportive of these expectations
- To ensure that all books are labelled correctly
- To provide children with the book list requirements for their year level




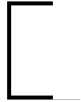



Learning Area Expectations

English


Tear out books, scrap paper, task books, graphic organisers etc. may be used during the initial planning phase at the teacher's discretion.

When compiling a draft, students will write on every second line. Teacher correction and feedback will be provided using the Editing and Proofreading Key below.

Editing and Proofreading Key

	Word, phrase etc. could be more interesting
	Spelling error
	Punctuation error
	New paragraph
	Insert word or words
<i>the the</i>	Unnecessary word
<i>are</i>	Correction
<i>-is</i>	
	Finger spaces
	Does not make sense

Corrected Example

Something silver white, something enormous, erupted from the ~~the~~ end of
H the
Harry's wand. He knew it had shot directly at [^]Dementors but didn't pause
watch he
to wotch; his mind miraculously clear, ~~she~~ looked ahead. He stretched out
the hand still grasping down on his wand and just managed to close over the

small [,] struggling snitch. [Madam Hooch's whistle sounded. Harry turned
around in mid-air and saw six scarlet blurs bearing down on him.

Mathematics

- Columns or margins and any other lines (eg. algorithms, diagrams) are to be drawn with a ruler
- Where grid books are used, only one digit is to be written per square
- Pencil is to be used for all written calculations

Science, History and SOSE

- All diagrams, tables and maps are to be drawn in pencil and neatly labelled