At Brooke Avenue we promote and advocate the highest standards of written work and presentation from our students. High expectations and standards in this area keep the focus on quality work at all times. We accept the responsibility to educate our students and their parents about handwriting skills and acceptable standards of bookwork.

At Brooke Avenue PS, we believe:

- ✔ Students enter school with pre-handwriting abilities and experiences
- ✔ Students need time and opportunity to develop correct handwriting styles
- ✔ Students need encouragement to develop correct handwriting-style and bookwork presentation
- ✔ Students need the opportunity to present and display written work (including use of technology) for different purposes and audiences
- ✔ Legible and fluent handwriting is essential for effective written communications
- ✔ Presentation, neatness and fluency only partly constitute quality work.

RESPONSIBILITIES

The role of teacher:

- Provide regular handwriting lessons in the ‘NSW Foundation Style’
- Promote correct posture, pencil grip, use of materials, and to share this with parents
- Expect high standards of bookwork, providing regular practice from the board
- Regularly check bookwork and ensure student understanding of editing codes and comments
- Provide a variety of experiences for children to practise with a variety of instruments and in a variety of contexts
- Provide opportunities to share good bookwork
- Celebrate quality work through use of stickers, stamps, certificates, written comments for neatness, style and presentation.
- Recognise the importance of word-processing, desk top publications and multi-media presentations as part of bookwork standards.

The role of the student:

- To use upper and lower case letters correctly
- To reflect upon and apply suggestions for corrections made in teacher comments
- To ensure books are protected with covers (paper, contact, or class-made), correctly labelled with full name, subject and class
- To date each piece of work
- To rule a line through or place a small cross next to any errors (no liquid paper)
- To refrain from the use of graffiti and scribble
- To cut, trim and paste **sheets** neatly if requested
- To follow the school **editing code**
- To ensure correct **posture and pencil grip**
- To form letters correctly with consistent spacing, size, slope and alignment
- To use **all lines** in a book unless specified by the teacher
- To rule a 2cm **margin** from the top to bottom line with red ballpoint or lead pencil
- To use red ballpoint or lead pencil with a ruler to **underline** all headings
- To write own **name** on piece-work
- To accurately measure and draw **page layouts and borders**
- To use pages **consecutively** and completely unless specified by the teacher
- To take **pride** in all work
- To **print all labels** on maps and diagrams (with HB pencil)
- To use **textas and highlighters** as directed by the teacher
- To progress from HB pencil to ballpoint by the end of year 4
- To ensure all **pencils** are sharp and of a suitable length to hold
- To ensure they have the **correct writing instruments** for their stage.

**The role of the parent:**
- Encourage children to complete work carried out at home, supportive of this policy
- Ensure all books are covered suitably
- Provide children with the necessary classroom equipment as determined by each stage.

**SOME SPECIFICS**

**English:**
- A short set of (stage-created) expectations and an editing code to be included in the front of Stage 2 & 3 books

**Mathematics:**
- Fold columns
- HB Pencil
- No margins
- Grid books
- Student corrections should be made in coloured ballpoint, coloured or lead pencil (not blue or black) with small ticks (If incorrect it should be left blank, circled, crossed or dotted)

**Visual Art:**
- Each work sample should be dated and signed including those in Art Diary

**Piece-Work:**
- All piecework are valuable and should be treated as such
- Either trimmed and glued into appropriate book or collated into a folder and taken home regularly (not thrown into the bin)
- Include full name, date and class in ballpoint or lead pencil in a corner on the back.

C:\Documents\Webtech Website\BrookeAve\pdf\policy\bookwork.doc