

## Mapleton State School Bookwork Policy



### BACKGROUND

Mapleton State School expects there will be:

- ❖ High standards of student work presentation and handwriting in every classroom.
- ❖ Quality classroom displays in every room.
- ❖ Consistency in school expectations (responsibilities, bookwork standards and editing expectations) and regular communication of these within classrooms, to foster student's confidence and skills in presenting work appropriately.

The Mapleton State School community also expects there will be:

- ❖ Work areas (including desks, tidy trays, book shelves) that reflect our school rules, in particular -
  - **Care for our Environment:** caring for personal and classroom equipment, using equipment safely, cleaning up after yourself.
  - **Care for Learning:** keep personal and shared workspaces tidy and organised to allow yourself and others to learn.

This also links with the Organisation Key to Success from Program Achieve.



**To support school expectations, and to ensure consistency, the following guidelines will be implemented and shared with parents:**

- ❖ Responsibilities for staff
- ❖ Responsibilities for students
- ❖ Editing guidelines (P-2) (3-6)
- ❖ Bookwork set out

**Bookwork awards** will be given out periodically on Parade to encourage children to practise and develop good work habits and to share student successes with parents.

## Responsibilities for staff









- ❖ We explicitly teach the expectations to our students.
- ❖ We provide regular and timely feedback to the students on these expectations.
- ❖ We mark work regularly using green highlighters, for correct work and pink for think, to identify areas requiring further work and expect students to respond to pink.
- ❖ We conduct regular checks of tidy trays and create routines around keeping them tidy.
- ❖ We **MODEL** the expectations by our own adherence to the expectations, particularly those that apply to our desks and work areas and we ensure our teaching spaces are neat and well-presented.
- ❖ We explicitly expect and teach correct *Queensland Beginners' Script/Queensland Cursive*.
- ❖ Our handwriting on whiteboards, paper and students' work models correct handwriting (Queensland Beginners' Script/Queensland Cursive).
- ❖ We explicitly teach the **editing symbols**, and use them when working with students on their drafts of writing.
- ❖ We monitor **AT ALL TIMES** correct pencil grip, how children are seated at desks, and where their books/worksheets are placed on the desks as they are writing.
- ❖ We ensure that the teaching displays on the walls are relevant and purposeful and encourage students to refer to them regularly. We call these displays Working Walls and ensure they display relevant information for learning such as examples from explicit teaching lessons, Learning Goals (WALT, WILF, TIB), Assessment Tasks and Criteria Sheets and word walls with key vocabulary relevant to learning.
- ❖ We ensure that student work is displayed and changed regularly.
- ❖ We will monitor that **all** students have the resources they need for the day's learning – books, pencils, erasers and notify parents if a student is coming unprepared or is in need of replacements.

## Responsibilities for students














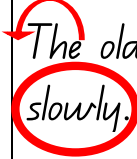
- ❖ We will come to school organised, with the correct equipment we will require each day.
- ❖ We use a sharp lead pencil for writing and a pen with permission from the teacher (in older grades).
- ❖ In years 2-6 we draw a straight margin using a ruler only, on the left-hand side in all books except Maths (grid book) – the maths book margin will be down the middle of the page.
- ❖ We write the date, in short format (24.04.14) at the top of our work and rule off after completed work.
- ❖ We use all pages in our books. We don't leave any blank pages, or scribble (graffiti) in our books.
- ❖ We use correct editing symbols when proofreading and editing our drafts of writing. We do not rub out in drafts of our writing.
- ❖ We underline mistakes in our draft writing.
- ❖ We erase (rub out) our mistakes in years 2-6 and underline them in Prep and year 1.
- ❖ We trim and glue sheets into books or put them in a folder if instructed.
- ❖ We keep our tidy trays neat and our desks clear of any objects (hats are in our bags).
- ❖ We use the correct book for the work we are doing.
- ❖ We have all our books and equipment named/labelled.
- ❖ We ensure our belongings (hat, lunchbox) are in our bags and our bags are on the rack.

## Mapleton State School Editing guidelines

### P - 2

Editing Mark	Error	Example
	Spelling mistake <b>Circle</b> . Write correction above.	<i>chair</i> I sit on my <b>chare</b> .
	Missing Punctuation Put an 	He was happy * * they eat lunch.
	Space needed	I have <b>a</b> pet kitten.
	Missing words or details. Add  Write above.	<i>my</i> Have you seen <b>^</b> library books? <i>soft, fluffy</i> The <b>^</b> cat sat on the mat.
	Take out a word or words	We are going to <del>to</del> the pool
	Doesn't make sense	<b>?</b> I have a went puppy.

### 3 - 6

Editing Mark	Error	Example
	Spelling mistake <b>Circle</b> Write correction above.	chair I sit on my <b>chare</b> .
	Missing Punctuation Put an 	He was happy * * they eat lunch.
	Space needed	I have <del>a</del> pet kitten.
	Missing words or details. Add  Write above.	my Have you seen  library books? soft, fluffy The  cat sat on the mat.
	Take out a word or words	We are going to <del>to</del> the pool
	Doesn't make sense	? I have a went puppy.
	Start a new paragraph	He shared his lunch with the new boy. [ Later that week, the rain started to fall heavily.
	Improve vocabulary Add new word above.	ancient The old lady ate a cake.
	Move words, clauses or phrases.	 The old lady crossed the road slowly.  Slowly, the old lady crossed the road.



# MAPLETON LEARNERS SET THEIR BOOKS OUT THIS WAY



**Sheets glued into books properly:**  
- sheets are straight  
- the corners are not flapping



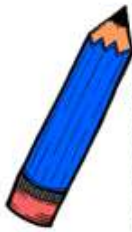
Date in margin

27 / 2 / 19

## Presenting our work:

- Margin (use a ruler)
- Date
- Heading
- Neatest handwriting + **sharp** pencil
- Check work
- Rule a line after work is complete

Sharp Pencils



Underlined Heading

The children at Mapleton School care about themselves, others, the environment and ~~there~~ their learning.

We check our work and neatly rule a line or rub out our mistake.

Ruled line at the end of work

Ruled margin

We use all our page before going onto the next one.