



Brighton State School

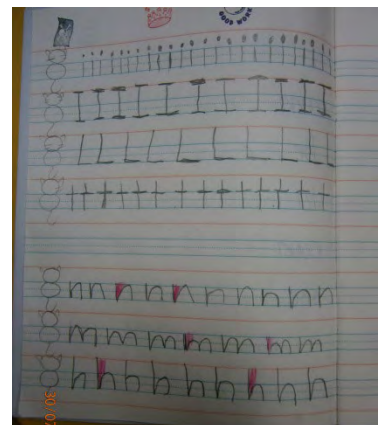
Bookwork Policy

General Expectations

- HB pencils (Yrs 1 – 6) and chunky triangular pencils in Prep
- Handwriting Program – Targeting Handwriting text in Years 1 – 6
- 30 cm wooden ruler to be included on all booklists

Bookwork Expectations for all books except grid books

- Use a sharp lead pencil for writing.
- All books to have a Subject title page at the front. This can be student designed or glued in.
- Unit title pages are optional depending on the frequency of units.
- Margins on all pages using thickness of a thin ruler. Need to adjust if using a thick ruler.
- Margins to be drawn in pencil for Years 2-3 and red biro for Years 4-6
- Short date to be written in margin. (eg. 19/08/21 or 19.08.21)
- Title for all new work. Title to be underlined using a ruler.
- Rule off after each section/activity/day of work using a ruler.
- No page wastage. Always start where the last work is finished.
- Sheets to be glued in must be cut to size so that they fit completely inside the page and no edges are sticking out.
- Prep Students to be introduced to writing in lines in Semester Two.



Bookwork Expectations for Grid Books – Maths

- Use a sharp lead pencil for writing
- Line down the middle of page unless not required.
- Short date to be written at beginning of each section of work. (eg. 19/08/21 or 19.08.21)
- All work in maths is to be done in pencil
- Rule off after each task
- Algorithms
 - number each algorithm
 - leave two squares before starting a new algorithm
 - Year 2/3 no ruling off
 - Year 4 – 6 students required to rule off after each sum.
 - leave two empty grid squares between the number and the actual setting out.
 - numbers to be correctly formed and lined up in correct place value columns.

Feedback

- Regular checking, dating and initialling of work by classroom teacher.
- Teachers to provide regular and timely written feedback to students making clear what actions the student can take to make further learning progress.(verbal or written)

