

WALLUMBILLA P – 10 STATE SCHOOL BOOKWORK POLICY / PROTOCOLS

General Expectations of All Students:

- ✓ Keep all books neat at all times – focus on neatness and presentation
- ✓ Do not scribble out or use graffiti in book ever
- ✓ Use every page consecutively
- ✓ Fill pages before going on to a new page
- ✓ Rule off after a completed piece of work
- ✓ Rule a margin on every page – one ruler width
- ✓ Write in pencil unless otherwise directed by your teacher
- ✓ Use a ruler for margins and underlining
- ✓ Always have a date and heading in the margin
- ✓ Date to be in the format > 29.01.13
- ✓ Rub out neatly and completely *or* rule a single line through mistakes

Bookwork Prep > Year 3

	All English / Writing Books	Maths Books
Prep	<ul style="list-style-type: none"> ➤ Left to right orientation ➤ All pages full before using a new page ➤ Pointer finger spaces between words and numbers 	<ul style="list-style-type: none"> ➤ Left to right orientation ➤ All pages full before using a new page ➤ Pointer finger spaces between words and numbers
Years 1 > 3	<ul style="list-style-type: none"> ➤ Left to right orientation ➤ All pages full before using a new page ➤ Wooden ruler width margin on all pages (in pencil) ➤ Short from of date in margin each day (eg. 29.01.13) ➤ Rule off after completed days writing / work ➤ Single line ruled through mistakes (not rubbed out) ➤ Circle unknown spelling words ➤ Headings – centre of page and underlined once in pencil ➤ Pointer finger spaces between words and numbers ➤ Writing pads to be A4 size 	<ul style="list-style-type: none"> ➤ Left to right orientation ➤ All pages full before using anew page ➤ Each page folded in half (lengthways) and pencil line ruled down fold ➤ Short from of date in margin each day (eg. 29.01.13) ➤ Rule off after completed days writing / work ➤ Single line ruled through mistakes (not rubbed out) ➤ Headings – centre of column and underlined once in pencil ➤ One number in each grid square ➤ Maths pads to be A4 grid book (7mm squares)
Skills to learn (be taught) with presentation	<ul style="list-style-type: none"> ➤ Gluing sheets wholly within page ➤ Trimming sheets neatly to fit within page ➤ Cutting, colouring, handwriting, gluing 	<ul style="list-style-type: none"> ➤ Gluing sheets wholly within page ➤ Trimming sheets neatly to fit within page ➤ Cutting, colouring, handwriting, gluing
<p>Books will be neat, legible and free from graffiti, scribble or ripped pages. Teachers will acknowledge every page / days' work.</p>		

Bookwork Years 4 > 7

	All English / Writing Books	Maths Books
Margin	➤ Wooden ruler width from top to bottom line in red pen	➤ Each page folded in half (lengthways) and red line ruled down fold
Ruling Up	➤ Top and bottom line of each page ruled in red pen across whole page	➤ Top and bottom line of each page ruled in red pen across whole page
Ruling Off	➤ When work is complete, leave one line, rule off next line in red pen to edge of page	➤ When work is complete, leave one line, rule off next line in red pen to edge of column
Date	➤ In margin in short form (eg. 29.01.13) at the beginning of all new work	➤ At start of each days new work in each column in short form (eg. 29.01.13)
Pages	➤ Used consecutively and completely at all possible times	➤ Used consecutively and completely at all possible times
Sheets	➤ Trimmed neatly and glued to fit wholly within book (no protrusion)	➤ Trimmed neatly and glued to fit wholly within book (no protrusion)
Title	➤ Centre of line, underlined once with red pen	➤ Centre of column if required and underlined once with red pen
Errors	➤ Rubbed out or single line crossed though mistake (for pen work)	➤ Rubbed out or single line crossed though mistake (for pen work)
Set Out		➤ One digit per grid square only. Pads to be A4 5mm grid books.
Books will be neat, legible and free from graffiti, scribble or ripped pages. Teachers will acknowledge every page / days' work.		

Bookwork Years 8 > 10

	All Literacy Based Subjects	Maths Books
Margin	➤ Wooden ruler width from top to bottom line in red pen	➤ Each page folded in half (lengthways) and red line ruled down fold
Ruling Up	➤ Top and bottom line of each page ruled in red pen across whole page	➤ Top and bottom line of each page ruled in red pen across whole page
Ruling Off	➤ When work is complete, leave one line, rule off next line in red pen to edge of page	➤ When work is complete, leave one line, rule off next line in red pen to edge of column
Date	➤ In margin in short form (eg. 29.01.13) at the beginning of all new work	➤ At start of each days new work in each column in short form (eg. 29.01.13)
Pages	➤ Used consecutively and completely at all possible times	➤ Used consecutively and completely at all possible times
Sheets	➤ Trimmed neatly and glued to fit wholly within book (no protrusion)	➤ Trimmed neatly and glued to fit wholly within book (no protrusion)
Title	➤ Centre of line, underlined twice with red pen	➤ Centre of column if required and underlined twice with red pen
Subtitles	➤ Against margin, underlined once only with red pen	➤ Against column, underlined once only with red pen if required
Errors	➤ Rubbed out or single line crossed though mistake (for pen work)	➤ Rubbed out or single line crossed though mistake (for pen work)
Implement	➤ All writing in blue / black pen. No colour changes within each piece of work.	➤ All writing in blue / black pen. No colour changes within each piece of work.
Books will be neat, legible and free from graffiti, scribble or ripped pages. One designated book / pad per subject is required. Teachers will acknowledge every page / days' work.		