



BOOKWORK POLICY

RATIONALE

Well-presented bookwork is a valuable aspect of the teaching - learning process. It reflects a student's willingness to strive for excellence and the level of participation in their own learning. A policy which seeks to define expected bookwork standards throughout the school is essential if high standards are to be achieved and maintained.

The school provides a planner for students to record homework and assessment in. This planner is to be used for organising a study plan; it also provides a myriad of helpful information about school policies and procedures as well as ideas about how to be a successful learner.

Policy applies to **subject workbooks, handouts, booklets, school planners and digital documents.**

AIM

- To provide a **record of learning**; this becomes a tool for revision of course content.
- To encourage students to take **pride** in their bookwork.
- To ensure **common high expectations** by teachers of bookwork standards.
- Develop a **positive link** between home and school.
- To foster students' **organisational skills**.
- To assist in developing **positive work habits**.
- To **use** the school's **planner** as a **learning and organisational tool**.

POLICY

- All **bookwork** and **digital work** must be **available** upon request.
- Books are to be labelled with **name, teacher and subject**. If using a **5 subject notebook (must have sufficient pages for a term's work) or folder** with loose leaf paper **each section** is to be clearly **labelled and used exclusively for ONE subject**.
- Books and planners are to be maintained in **good condition**.
- **No inappropriate writing or drawing (NO GRAFFITI)** on or in books, planners or folders.
- All work is to be **neatly presented**. All writing to be in pencil or blue or black pen. All work to be **legible**.
- **Substandard** bookwork may be required to be **re-done** in the student's own time.
- Use of **margins** is at individual **teacher's discretion**.

- **All work** including handouts must include a **date**.
- **All work** must be in the **order of completion**.
- **All work** must have a **meaningful heading** and headings must be clearly **identifiable**; underlined or written in alternate colour.
- **Mistakes** are to be corrected in an appropriate manner – **single line through error or an X**. **Correction tape** may be used but 'liquid' paper is a prohibited item and will be confiscated.
- **Classwork** is to be '**marked**' when answers are discussed – correct **using tick and X**. **Incorrect responses** to be '**fixed**' .
- All answers to questions should be **written in full sentences** unless your teacher instructs you otherwise,
- **Handouts and worksheets** must be **dated, trimmed and glued** into books or **kept securely** in a separate folder for future reference.
- **Unfinished / missing class work** to be **completed** as soon as practicable.
- Electronic documents - **font** should be a **reasonably plain serif** font such as TIMES, TIMES NEW ROMAN, ARIAL, CALIBRI or HELVETICA. Ideal font size is 12.
- **Electronic documents** must be **saved in two places** – your own **network account**; one folder for each subject and within that folder documents clearly titled and dated and in **One Note** - a separate tab for each subject. You may type either directly in One Note or you may produce a word document, clearly label it and copy it onto the appropriate page in One Note. You must 'invite' your teachers to OneNote so they can monitor your work.
- If an **iPad** is being used – students must use a **word processing application** that allows documents to be **saved in a PDF format** and **emailed to teachers** as a record of learning.

- **Informal feedback**, monitoring during lessons should be provided on a **regular** basis.
- **Formal feedback** will be provided on bookwork **ONCE each term** by the classroom teacher. Stamps will be used as a checklist for teachers and feedback for students. Stamp will be available for digital use also.
- Book samples will be **monitored by Leadership team** during walkthroughs.
- Bookwork is a **component of the merit system in years 8 and 9**.