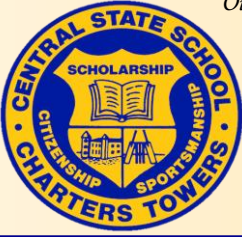


CHARTERS TOWERS CENTRAL STATE SCHOOL

Our mission is to provide for children an education which allows them to develop individually as valued citizens.



Bookwork Policy

Rationale:

At Charters Towers Central State School we promote and advocate the development and maintenance of a high standard of written book work and presentation from our students. The standard of bookwork and the presentation of work in general is a primary method by which parents and others form opinions about the school.

Students' books also hold the evidence of teaching, learning and assessment and reflect commitment of quality and effort by students. It is imperative students develop automaticity in bookwork habits which allows each successive teacher to build upon the foundations established in earlier grades.

This policy defines consistent standards and expectations across the school. As teachers, we accept the responsibility to explicitly teach excellence in bookwork to our students and celebrate their successes.

Aim:

Charters Towers Central State School Bookwork Policy aims to allow teachers to guide children to develop a sense of pride and achievement in neat, well-presented bookwork and to ensure consistency of presentation throughout the school in addition to developing self-confidence in our learners. It would be expected that on occasions teachers would use their professional judgement to vary bookwork guidelines to allow for specific tasks and individual creativity.

Responsibilities:

The role of the teacher

- Expect high standards of bookwork
- Acknowledge work by initialling and dating/ticking/commenting on each page/piece of student work, including homework
- Celebrate quality work through stickers, certificates, feedback and display
- Recognise and utilise word processing and publishing as a part of bookwork
- Explicitly teach how to rule and present excellent bookwork
- Explicitly teaching Queensland Modern Cursive script through handwriting lessons
- Regularly check bookwork and ensure student understanding of editing and proofreading codes

The role of the leadership team

- The leadership team will ask to view samples of bookwork or improved bookwork to support and encourage children
- Students can showcase their work to any member of the leadership team
- Randomly check bookwork during classroom observations to maintain consistent standards across all classrooms

The role of the parent

- Encourage children to complete work carried out at home, in a way that is supportive of this policy
- Ensure all books are covered suitably
- Provide children with the minimum writing requirements designated by each teacher

Use of photocopied worksheets

The use of photocopied worksheets is educationally justified to supplement children's learning however they should not form the core of the teaching and learning. Teachers should ask, "What is the educational justification for using this worksheet?" Valued worksheets should be trimmed and glued neatly into student's books with no edges protruding.

Prep – Year 6

Presentation	Books will be neat, legible and free of graffiti and scribble. Appropriate handwriting for age unless teacher directed as part of an individual improvement plan.
Writing Instrument	Sharp pencil only. Year 6 students are able to write in blue pen at teacher discretion.
Pages	Used consecutively and completely where appropriate to do so. New page to be used if less than 2 lines. Year 4 to 6 – Write on every second line in English to leave room for feedback and editing.
Margin	Prep/Year 1 – No margins. Year 2 to 6 – Standard wooden ruler width ruled with a pencil from top line to bottom line. No margin in maths books.
Columns	<i>For spelling and maths.</i> Pages folded vertically to form 2 to 4 columns where appropriate. Columns then ruled with a pencil from top line to bottom line.
Date	Only thing placed in margin. Prep/Year 1 – Teacher to date/stamp. Year 2 to 6 – In left hand margin at beginning of each section of work e.g. 22-05-14
Title	At the beginning of work, underlined in pencil. Leave one line blank before working.
Numbers	Placed next to margin
Errors	Rubbed out unless directed by teacher to place a single line through the error. Errors in pen will be corrected with a single line through the word. No correction fluid/tape to be used.
Ruling Off	When work is complete, leave one line, rule off the next line in pencil.
Photocopied sheets	Neatly trimmed and/or folded and attached so as not to protrude from book. Preferred attachment method – one strip of glue.

Book work example: Lower School

22-10-12	<p>The Red Dog</p> <p>Once upon a time a dog called Ruffie sat all alone in the pet shop window.</p> <p>Rebecca was shopping with her Mum when she walked past the shop and saw Ruffie.</p>
----------	---


Book work example: Upper School

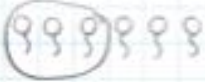
28-02-12	<p><u>Narrative Structure</u></p> <p>Purpose: to entertain people (readers)</p> <p>Structure: this section does four things</p> <ul style="list-style-type: none">* sets the scene* introduces the characters (who)* time (when)* gives an inkling about what might happen <p>Complication:</p> <ul style="list-style-type: none">* a problem affects the character/setting* a series of things could happen <p>Resolution:</p> <ul style="list-style-type: none">* problem is resolved <p>Conclusion:</p> <ul style="list-style-type: none">* characters resume normal life.* cliffhanger/unknown
----------	---


Book work example: Lower School


22 - 10 - 12

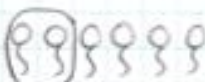
Fractions

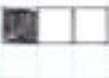
$\frac{1}{2} =$ 

$\frac{1}{2} =$ 

$\frac{1}{4} =$ 

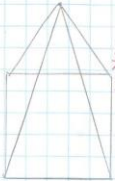
$\frac{1}{4} =$ 

$\frac{1}{3} =$ 

$\frac{1}{3} =$ 

Book work example: Upper School


Square pyramid 16th February 2012



- * 5 faces
- * 8 edges
- * 5 vertices
- * 1 apex
- * made out of a square base with 4 other triangles

Example: Pyramid, (Egypt), Tee-Pee

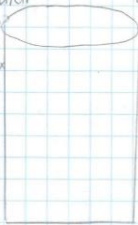
Cone



- * 1 face
- * 1 edge
- * 1 vertex
- * 1 apex
- * 1 curved face

Example: Ice cream cone, party hat, softy cone, wicket hat

Cylinder



- * 2 circular faces
- * 1 curved face
- * no vertex
- * 2 curved edges

Example: tin can, bin, glue stick

1. $\frac{6}{12} = \frac{5}{10} = \frac{4}{8} = \frac{3}{6} = \frac{2}{4} = \frac{1}{2} \checkmark$

2. $\frac{6}{9} = \frac{4}{6} = \frac{2}{3} \checkmark$

3. $\frac{6}{10} = \frac{3}{5} \checkmark$

4. $\frac{10}{20} = \frac{6}{12} = \frac{2}{4} = \frac{1}{2} \checkmark$

5. $\frac{8}{12} = \frac{2}{3} = \frac{10}{15} = \frac{6}{9} \checkmark$

6. $\frac{3}{4} = \frac{9}{12} = \frac{75}{100} = \frac{15}{20} \checkmark$

7. $\frac{4}{10} = \frac{2}{5} = \frac{8}{20} = \frac{40}{100} \checkmark$

8. $\frac{5}{10} = \frac{1}{2} \checkmark$

9. $\frac{9}{12} = \frac{3}{4} \checkmark$

10. $\frac{6}{8} = \frac{3}{4} \checkmark$

11. $\frac{75}{100} = \frac{3}{4} \checkmark$