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Respect Honesty
Responsibility Excellence

NAME OF POLICY	BOOK STANDARDS POLICY
RATIONALE	This policy outlines for staff and students our student work book expectations. Clear guidelines for student work books have been set and will be explicitly taught to students at the beginning of each year.
PUBLICATION DATE	JULY 2017
REVIEW DATE	JULY 2022
RELATED POLICY	N/A



**Government
 of South Australia**
 Department for Education

BOOK STANDARDS POLICY

- Pages are not to be ripped out of books.
- No writing or drawing on or in books.
- Mistakes should be neatly ruled through or erased.
- Books are not to be rolled up; folded back or dog-eared.
- No texta or wax crayon is to be used in books (unless on sheets to be glued in).
- All lines should be ruled and completed work to be ruled off.
- Rulers are to be used by all students.
- Margins should be a line across the top of the page with a standard ruler width down the side.
- Maths books to be ruled up in two columns with a line down the centre of the page.
- Headings and dates, in the *dd/mm/yy* format, need to be put on all pages.
- Use consecutive pages.
- Handwriting lessons will be planned as part of the curriculum and focussed on skill development appropriate for each year level.
- Worksheets to be neatly glued into books and cut to the correct size to avoid overhang.
- Only lead pencil or blue biro to be used when writing.

Teachers responsibility

- To regularly check and mark (or conference) student's work.
- Ensure student's books are following the policy and if not student may need to re-do work.
- Ensure student's work is of their personal best.
- If students are missing any important aspects on their work (date, margin etc.) ensure that they are added.
- To explicitly teach book standards to students in Week 1-2 and revisit them throughout the year as needed.
- Ensure students are using the 'Edit my Work' poster before they hand in any piece of work.

Consequences

Students who do not comply with the Book Standards Policy may be required to:

- Re-submit work using the correct standards.
- Repair damaged/vandalised books.
- Replace damaged/vandalised/lost books
- Student's books will be checked weekly by teachers and once a term by Leadership