



## WILSTON STATE SCHOOL BOOKWORK POLICY

	Prep	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
<b>MATHS</b>							
<b>Book Type</b>	Scrapbook	Scrapbook	Playbook – blue lines one side & blank on the other Grid book 1cm <sup>2</sup>	Grid book 1cm <sup>2</sup>	Grid book 7mm <sup>2</sup>	Grid book 7mm <sup>2</sup>	Grid book 7mm <sup>2</sup>
<b>Layout</b>	Date at top (upper left)	Date at top Vertical algorithms – page folded into 4 columns. Sums underneath each other.	Date at top of column/column section Page generally folded in half Rule off after each day One digit per grid square Grid line left blank after algorithms Equal lines ruled with ruler for vertical algorithms Mental computation – back of book – 4 columns. Rule off after each set. Date at top of each section. Numbering of tasks – 1. etc				
<b>WRITING</b>							
<b>Book Type</b>	Scrapbook (blank - Semester 1) Scrapbook (wide blue lines – Semester 2)	Red and blue lines (Year 1 – Terms 1 – 3) Red and blue lines (Year 2 – Term 4)	Year 2 red and blue lines	Year 3/4 red and blue lines	Year 3/4 red and blue lines Blue lined	Blue lined	Blue lined
<b>Layout</b>	Date at top	Date at top (upper left)	Date at top (upper left) Rule off after each day	Date at top (upper left) Rule off after each day	Date at top (upper left) Rule off after each day Margin		
<b>HANDWRITING</b>							
<b>Expectation</b>	Queensland beginners' formation (lower and upper case) Correct pencil grip Correct posture	Queensland beginners' formation on red and blue lines (head, body, tail) Correct pencil grip Correct posture	Term 1 – Queensland beginner's formation on red and blue lines Terms 2 - 4 – entries and exits Correct pencil grip and posture	Entries and exits used leading to joined Queensland cursive by the end of the year	Queensland cursive	Queensland cursive	Queensland cursive
<b>Writing Tools</b>	HB pencil	HB pencil	HB pencil	HB pencil Some lines ruled with red pen	HB pencil Some lines ruled with red pen	HB pencil Margin, underlined headings, marking, numbering in red pen	HB pencil Margin, underlined headings, marking, numbering in red pen
<b>SKILLS</b>							
<b>Explicit Teaching</b>	Gluing sheets Using scissors	Folding and gluing sheets	Ruling a line with a ruler	Ruling a margin	Writing in blue lines (Semester 2)		
<b>EXPECTATIONS</b>							
<b>Date</b>	Date stamp used	Numeric for maths, science books e.g. 04.03.14 Written for English books e.g. 4 March 2014					
<b>Gluing - general</b>	Glued sheets not to extend beyond page Glue placed around the perimeter of the section to be glued to the page						
<b>Gluing sheet – scrapbook</b>	A4 sheet glued flat A3 sheet folded in half, glued flat as per A4						
<b>Gluing Sheet – A4 Book</b>	A4 sheet folded in half and glued in landscape						
<b>Gluing Sheet – Standard exercise book</b>	A4 sheet folded in half and glued in landscape						
<b>WTW - sorts</b>	Sort name glued at the top Sort cut around perimeter (picture frame), strips cut, individual words cut Page folded into 4 columns Headers (if available) glued at top of columns Words glued in columns			Generalisation written at the top Sort name glued underneath Sort cut around perimeter (picture frame), strips cut, individual words cut Page folded into 4 columns Headers (if available) glued at top of columns Words glued in columns			