

# FISK STREET PRIMARY SCHOOL – LITERACY BOOK WORK STANDARDS

## Literacy Books

### MARGINS

- One line ruled in **RED** horizontally across the top of the first line
- One line ruled in **RED** vertically from the top line down to the final line (width of the margin to be the width of the wooden ruler given by the school)
- Write a Title and date on the top line above the red line and begin writing on the next line.

### TITLES

- All work to show a title and date
- Titles to be written from the far left where the top ruled line begins and date to be written on the far left.
- Subtitles to be written against the margin (not in the margin and not in the centre)

### DATE

- To be written on the far right hand side of the top ruled line
- To be written in the format of 03/05/11

### WRITING

- All student writing to be in lead pencil (Students to earn a pen licence after demonstrating adequate bookwork standards)
- Capitals and full stops to be used properly along with all other punctuation marks as introduced
- Spacing between words to be consistent (eg popstick space)
- Ruling off from the margin to occur after each activity
- Numbers can be written IN the margin for questions
- Mistakes are to be crossed out with one line through the word/error and written again eg ~~mistak~~
- Words that are thought to be incorrect/misspelt are to be circled by students

### PASTING WORK INTO BOOKS

- Teachers will cut the top and bottom off worksheets and show students how to fold 1cm margin, glue to be put on the 1cm strip and placed into **CENTRE FOLD OF RIGHT HAND SIDE PAGE** to form another page in the book.
- Other smaller pieces of work to be pasted into book **INSIDE** the margin (ie place small paper with 1cm fold and glue onto the right side of the margin). Do not allow paper to be hanging out of the book.

Title Goes Here 26/01/13

We write on the solid line.

### GIVENS

- *No texta to be used in books*
- *All writing must be done on lines*
- *Work that is not up to the standard specified will need to be redone in the student's lunch/recess time in the Library*
- *Students are to take pride in their bookwork and in their covers – books that have been scribbled on or mistreated will need to be redone by the student in a new book.*

Teacher comments in book work need to be specific to the task or about presentation of work. Teachers will acknowledge all work by signing it.

