



BOOKWORK POLICY AND CLASSROOM PROCEDURES

Quality Bookwork in Every Junior Secondary Classroom

Rationale:

At Tullawong State High 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 underpins parents' opinions about the school.

Students' books also hold the evidence of teaching, learning and assessment and reflect a commitment to quality 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. Student bookwork is a primary data reference point.

Aim:

The Tullawong State High School Bookwork Policy aims to allow teachers to guide students 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.

The role of the teacher:

Every teacher at Tullawong State High School expects high standards of bookwork.

The teacher must:

- acknowledge work by initialling and dating/ticking/commenting on each page/piece of student work, including homework
- celebrate quality work through stickers, certificates, written comments and display of exemplary work
- recognise and utilise word processing and publishing as a part of bookwork
- explicitly teach students how to present excellent bookwork
- Regularly check bookwork to ensure students understand the editing process.

The role of the Junior Secondary School HoD:

The JSS HoD will:

- view samples of bookwork to support and encourage students in developing their organisational skills.
- randomly check bookwork to maintain consistent standards across all faculties.
- organise the Instructional Gallery to promote bookwork expectations within the school community and to promote consistency between classes.

The role of the parents:

Parents should:

- encourage their children to complete work carried out at home, in a way that is supportive of this policy
- compare student's progress with the term planner and the assessment schedule
- ensure all books are covered suitably
- regularly read through children's work books, noting teacher comments and discussing ways with their children to improve their work-books, and noting concepts that haven't yet been understood
- provide their children with the minimum writing requirements as per the TSHS booklist

Equipment

- Separate 8mm lined books for each subject
- Graph pad (7mm)
- Sketch book
- Eraser, 3x HB pencils, sharpener, 1x red pen, 1 x blue pen, ruler, coloured pencils
- 1 x USB memory stick
- Scissors, glue stick, white-out tape (liquid white- out is a banned item)
- Protractor, compass, calculator□

Unit Planner

Most faculties publish a unit planner at the start of each new topic. This enables students and parents to prepare, read ahead or catch up. A Science example is shown below.

<i>Week</i>	<i>Topic</i>
1	Microscopic life The cell Animal cells
2	Plant cells Cell structure and function Cell formation
3	Revision Assessment (2 lessons)
4	Reproductive cells (2 lessons)

Bookwork Protocols

All Mathematics Writing Books

Page Division	Page divided into half lengthways , ruled with pencil or red pen from top line to bottom line
Ruling up	Top line ruled with red pen and ruler across entire page Bottom line ruled with red pen and ruler across entire page
Ruling off	When work is complete, leave one line, rule off the next line in red pen to the edge of the page
Working down the page	Working to be written so that all equal signs are aligned vertically, one operation per line.
Completion of exercises	Each exercise must be completed before writing out the next one
Date	At the beginning of each section of work e.g. 22-10-15
Learning Goal	Written at the beginning of each lesson, and ruled off.
Title	Written in centre of section, underlined in red pen
Pages	Used consecutively and completely where appropriate to do so
Photocopied sheets	Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue on left hand side of the sheet.
Writing Instrument	Sharp pencil or an erasable pen at the teacher's discretion
Errors	Rubbed out
Rules	Written at the end of each section as a review, or at the beginning of a section

Mathematics Work- Book

Date

Learning Goal

Exercise number,
textbook reference

Student writing is in
pencil or erasable pen

Page is divided in
half by a ruled line in
pencil or red pen

Equal signs are
aligned vertically






Rules/formulae are written at
the beginning of a section or at
the end for review.

Sections are ruled off.

24/10

Learning Goal
Finding the shaded area
of a shape.


Success Criteria:
Explain how to find a shaded
area

Shape	Perimeter	Area
	$P = 4s$	$A = s^2$
	$P = 2(l+w)$	$A = l \times w$
	$P = a+b+c$	$A = \frac{bh}{2}$
	$P = 2(b+h)$	$A = b \times h$
	$C = 2\pi r$ / πd	$A = \pi r^2$

Problem Solving with Area

There are two types of
problem solving questions
with area:

- finding a shaded area
- finding the area of a
composite shape.

1) 

Exercise 6 of 493 21 d...
23 d...
25 a...
27 a...

1) d) $A = (l \times w) - (l \times w)$
e) $A = (11 \times 7) - (4 \times 3)$
 $A = 77 - 12$
 $A = 65 \text{ m}^2$

c) $A = (l \times w) - (l \times w)$
 $A = (4 \times 10) - (2 \times 5)$
 $A = 40 - 10$
 $A = 30 \text{ m}^2$

f) $A = (l \times w) - (l \times w)$
 $A = (5 \times 3.6) - (2 \times 0.9)$
 $A = 18 - 1.8$
 $A = 16.2 \text{ m}^2$

2) $A = ((l \times w) - (l \times w)) + ((l \times w) - (l \times w)) + ((l \times w) - (l \times w)) + ((l \times w) - (l \times w))$
 $A = ((3 \times 2.6) - (2 \times 0.9)) + ((3 \times 2.6) - (2 \times 0.9)) + ((3 \times 2.6) - (2 \times 0.9)) + ((3 \times 2.6) - (2 \times 0.9))$
 $A = (7.8 - 1.8) + (7.8 - 1.8) + (7.8 - 1.8) + (7.8 - 1.8)$
 $A = 6 + 6 + 6 + 6$
 $A = 24 \text{ m}^2$

e) $a = (b \times h) - (b \times h)$
 $a = (3 \times 3) - (2 \times 1)$
 $a = 9 - 2$
 $a = 7 \text{ cm}^2$

d) $a = \pi r^2 - \pi r^2$
 $a = \pi \times 1.75^2 - \pi \times 1.25^2$
 $a = 0.59 \text{ m}^2$

f) $a = (b \times h) - (l \times w) - (b \times h)$
 $a = (36 \times 40) - (22.5 \times 15) - (22 \times 7)$
 $a = 1440 - 337.5 - 154$
 $a = 1048.5 \text{ m}^2$

f) $a = \pi r^2 - \pi r^2$
 $a = \pi \times 21.2^2 - \pi \times 7.6^2$
 $a = 1253.59 \text{ m}^2$
9/5

All Other Writing Books

Margin	Standard plastic ruler width ruled with red pen/pencil from top line to bottom line
Ruling up	Top line ruled with red pen and ruler across entire page Bottom line ruled with red pen and ruler across entire page
Ruling off	When work is complete, leave one line, rule off on the next line in red pen to the edge of the page
Date	At the beginning of each section of work e.g. 22-10-15
Learning Goal	Written at the beginning of each lesson, and ruled off
Title	Written in centre of section, underlined in red pen
Pages	Used consecutively and completely where appropriate to do so
Photocopied sheets	Neatly trimmed, folded and attached so as not to protrude from book. Preferred attachment method - one strip of glue on left hand side of the sheet.
Writing Instrument	Sharp pencil or an erasable pen at the teacher's discretion
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 or by using white-out tape.

Books will be neat, legible and free from graffiti and scribble.

Teachers will acknowledge every page/day's work.

Parents should initial every day's work .

Other Writing Work- Books

Learning Goal

Date

Margin

Teacher has used a sticker to acknowledge neat work

Tables neatly drawn and aligned

Friday 22 of July 2014

LO: Deepen my understanding of connotations & the persuasive nature of ads.

Connotations - These are the underlying thoughts or feelings associated with a word.

What is a Symbol?

Symbol + connotation = Meanings

The Yin Yang represent life balance

A symbol is when something stands for something else. A symbol is when something represents something, like a rose represents love

Denotation - the dictionary definition of a word

Connotation - Any feeling or thought we associate with a word. These meanings involve our feelings.

Eg: The denotative meaning of rose: A type of flower.
 Connotative meaning of a rose: love

SYMBOL	CONNOTATIONS OF IMAGE	POSSIBLE PRODUCTS
Sweaty Man	Smelly	Deodorant, hand wash
Empty highway	Lonely, scary, abandoned	Movie, Adventure, child safety
Rough ocean	Progn, life savers (Red flag)	Movies, life savers Australia!
Storm cloud	lightning, thunder	Powerful hymn
Single long stem	love, friends	Partnership, Marriage,
Tea		
Antique clock	old home	Retirement homes
Rare food or drink	smelly	things, holiday resorts

Finish for

Typo

