



ST AGNES' PRIMARY SCHOOL MATRAVILLE

511 Bunnerong Road, Matraville 2036

PO Box 261, Matraville NSW 2036

Ph: (02) 9311 2995 Fax: (02) 9661 7485

eMail: admin@sta.matraville.syd.catholic.edu.au

BOOKWORK POLICY

- All work completed by the children will be marked. All workbooks will be signed and dated at least weekly by the classroom teacher.
- By Year 2 there should be some formal setting out encouraged by the teacher e.g. writing the date on the top of the page and headings underlined.
- By Year 1 the children begin to use lined books in an attempt to begin to reduce the size of their writing.
- The children are to be encouraged to write as much as possible in their books to give them many opportunities to practise their letter formation and book presentation.
- Class books will be sent home in the last week of each term for parents to view their child's progress. They are to be signed and dated by the parents. Parents may wish to add a comment.
- In Year 3 the children begin to change from Foundation Print so that by the end of the year all children are using Foundation cursive handwriting.
- In Year 3 the children will write the date at the top of each page and use a margin when doing any written work. This continues through to Years 4 – 6.
- Pen is to be introduced in Year 4 as each child has mastered the change in writing and achieved an adequate book presentation.
- Children are to only use blue pen for writing in their books and red pen/pencils for marking work and ruling lines.
- After receiving their pen licence no child in Years 4 – 6 should be printing in their books unless instructed to do so by the teacher.
- Children using pen, who make a mistake, should either put brackets around it or a single line through it. No child should scribble over mistakes.
- White out is not permitted.
- All Primary children should have their own writing materials.