

**BURROWES STATE SCHOOL**

# Book Work Policy

**BURROWES  
STATE SCHOOL**

**Freedom to Learn**



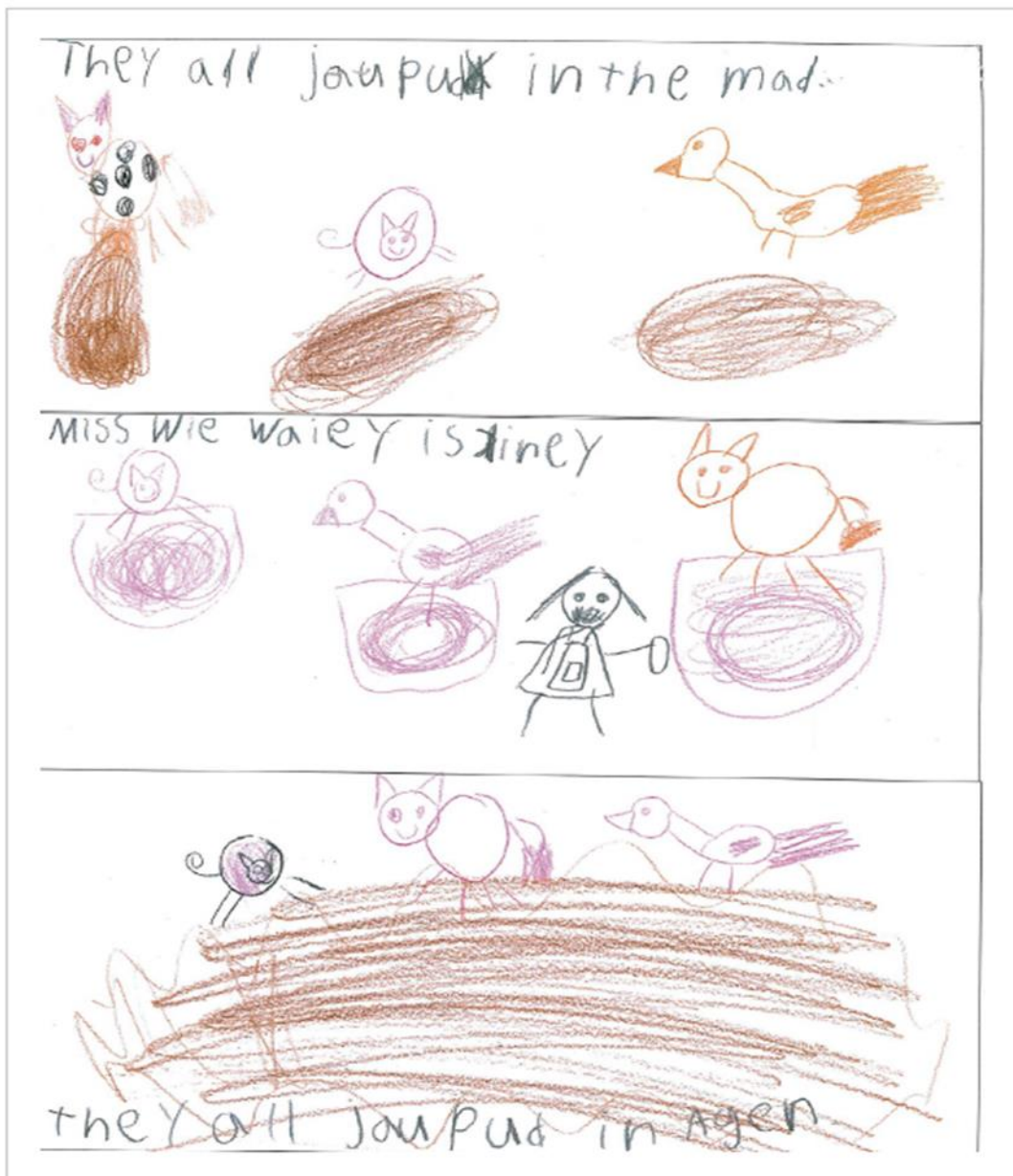
**Introduction**

At Burrowes State School we expect students to take pride in their book work and presentation.

**Expectations**

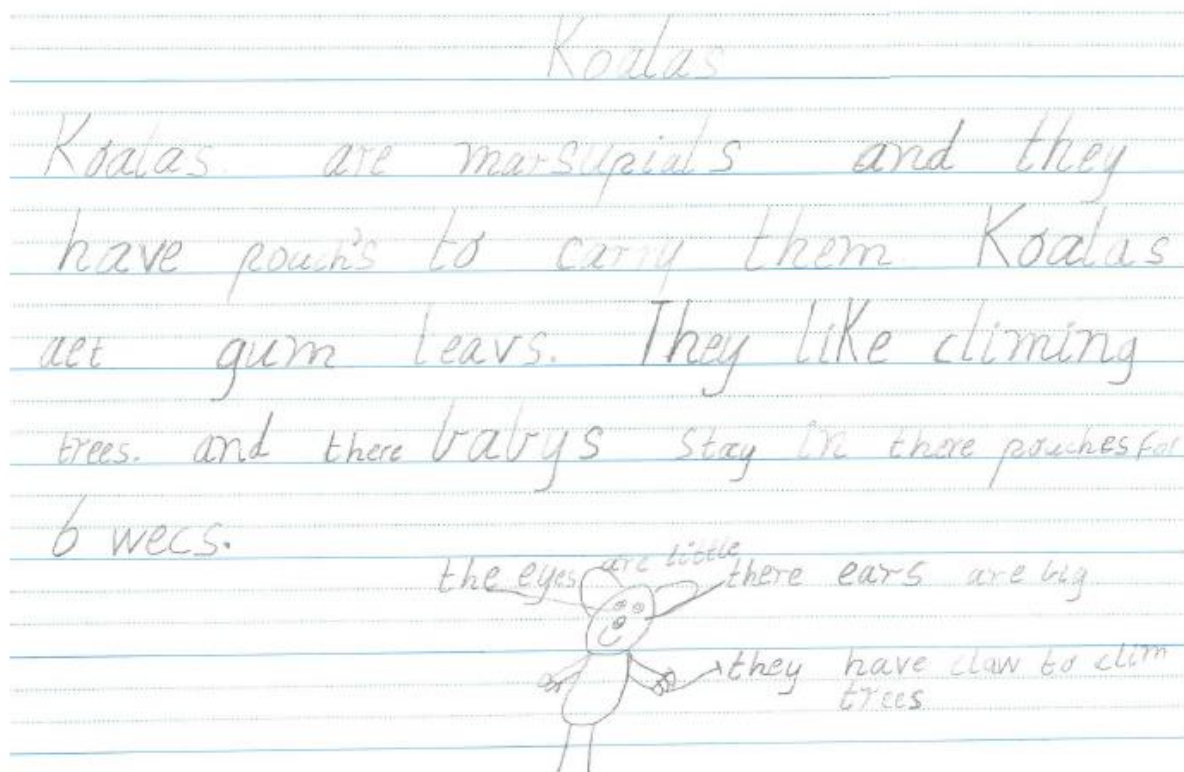
Year Level	Expectation
Prep	Lead pencils for writing. Glue sheets on the page, no over hangs. Use the next page only, no leaving blank pages. No extra glue in the book. Attempt to use single blue lines in writing book.

Example



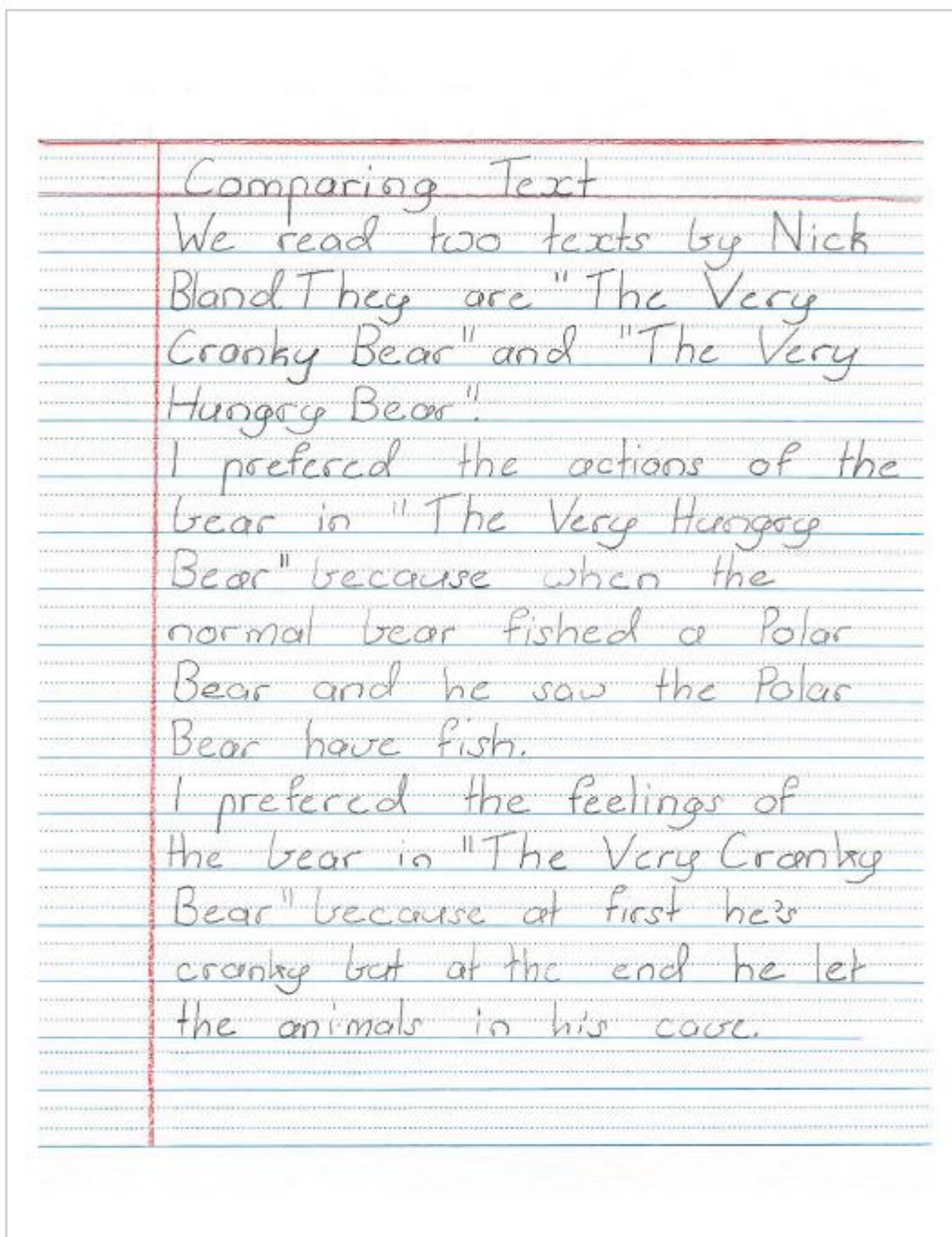
Year 1	Expectations
	<p>Lead pencils for writing. Glue sheets on the page, no over hangs. Use the next page only, no leaving blank pages. No extra glue in the book. Attempt to use single blue lines in writing book. Felt pen, biro/highlighters with teaching purpose only. Rule off between learning tasks. Use appropriate year level lines correctly e.g. red and blue lined books.</p>

## Example




Year 2	Expectations
	<p>Lead pencils for writing. Glue sheets on the page, no over hangs. Use the next page only, no leaving blank pages. No extra glue in the book. Use writing lines in writing book. Felt pen, biro/highlighters with teaching purpose only. Rule off between learning tasks. Use appropriate year level lines correctly e.g. red and blue lined books, from year 2. Ruled margin down the left-hand side of page. Title at the top of the page, underlined.</p>

## Example



Year 3	Expectations
	<p>Lead pencils for writing.</p> <p>Glue sheets on the page, no over hangs.</p> <p>Use the next page only, no leaving blank pages.</p> <p>No extra glue in the book.</p> <p>Felt pen, biro/highlighters, use with teaching purpose only</p> <p>Rule off between learning tasks.</p> <p>Use appropriate year level lines correctly e.g. red and blue lined books.</p> <p>Ruled margin down the left-hand side with a date at the top of the margin when required.</p> <p>Title to be underlined.</p> <p>Legible handwriting.</p> <p>No torn pages.</p>

**Example**

Cauliflower 

Features  
Cauliflower has white florets on the top that you eat. Green outer leaves that you take off. Cauliflower also has a stalk.



Why would you grow Cauliflower  
Cauliflower is good to grow because you can eat it, it cheaper to buy. If you live in a cooler climate Cauliflower is easier to grow.

How is Cauliflower best eaten  
People eat Cauliflower cooked, raw, roasted and boiled. Most people eat Cauliflower cooked.

Family  
Cauliflower is a member of 2 family's the mustard and the noble Cruciferae

Cauliflower facts

Types of colors for a Cauliflower  
Cauliflower can come in different colors it can come in white, purple and green.

*outer leaves*

*stalk*

*florets*

Year 4	Expectations
	<p>Lead pencils or pens for writing.</p> <p>Glue sheets on the page, no over hangs.</p> <p>Use the next page only, no leaving blank pages.</p> <p>No extra glue in the book.</p> <p>Felt pen, biro/highlighters, use with teaching purpose only.</p> <p>Rule off between learning tasks.</p> <p>Use appropriate year level lines correctly e.g. red and blue lined books.</p> <p>Ruled margin down the left-hand side with a date at the top of the margin when requested.</p> <p>Title to be underlined in pen or pencil.</p> <p>No drawing in margins.</p> <p>Neat handwriting.</p> <p>No torn pages.</p>

### Example

Information about Puppies and dogs.

Puppies are animals that you can take care of. They are small, cute and shake their tail when they are happy. They need proper care, they need to have food, water, exercise and grooming. There is lots and lots of types of breeds.

Types of dogs:

The border collie is a herding dog. Herding dogs were bred to keep farm animals from straying.

Chihuahuas are toy dogs. The Chihuahua is one of the most popular toy dogs.

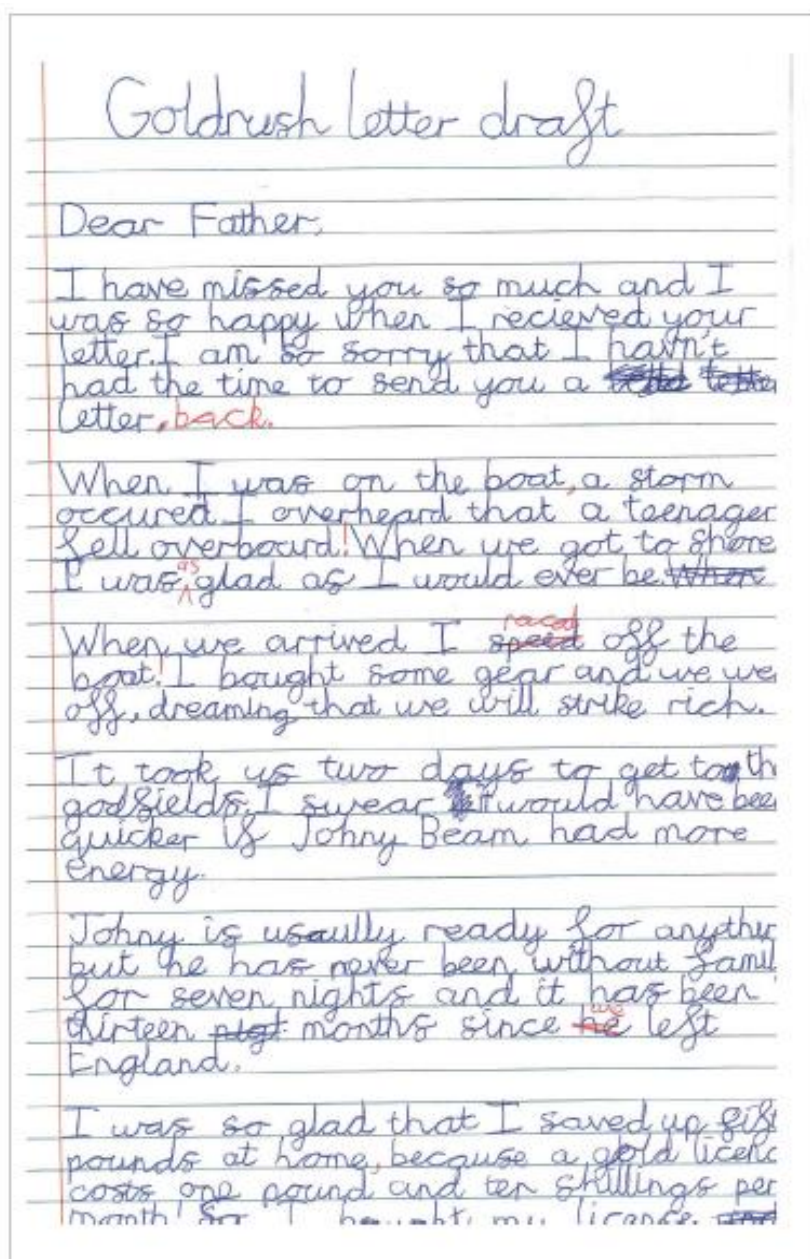
A golden retriever is a very sportive dog. It can do such amazing tricks! if you train them!

Facts about puppies and dogs:

A dog's <sup>nose</sup> can smell <sup>stuff</sup> better than a human's nose.

Year 5	Expectations
	<p>Lead pencils or pens for writing.</p> <p>Glue sheets on the page, no over hangs.</p> <p>Use the next page only, no leaving blank pages.</p> <p>No extra glue in the book.</p> <p>Attempt to use single blue lines in writing book.</p> <p>Felt pen, biro/highlighters, use with teaching purpose only.</p> <p>Rule off between learning.</p> <p>Ruled margin down the left-hand side in pen with a date at the top of the margin when requested.</p> <p>Title to be underlined in pen or pencil when requested.</p> <p>No drawing in margins.</p> <p>Neat handwriting.</p> <p>No torn pages.</p>

## Example



Year 6	Expectations
	<p>Lead pencils or pens for writing.</p> <p>Glue sheets on the page, no over hangs.</p> <p>Use the next page only, no leaving blank pages.</p> <p>No extra glue in the book.</p> <p>Attempt to use single blue lines in writing book.</p> <p>Felt pen, biro/highlighters, use with teaching purpose only.</p> <p>Rule off between learning tasks.</p> <p>Ruled margin down the left-hand side in pen with a date at the top of the margin when requested.</p> <p>Title to be underlined in pencil or pen when requested.</p> <p>No drawing in margins.</p> <p>Legible handwriting.</p> <p>No torn pages.</p> <p>Writing of appropriate size.</p> <p>Writing that starts at the left hand side of the page.</p>

Example

What a mess

One day Jake went to the shop. Jake was a medium-sized boy with brown hair and green eyes. He was very messy and liked to mess things up on purpose. He was going to the shop to make a big mess. There was a giant stack of cans near the front of the shop. He walked up to the stack and pulled out the can at the bottom of the pile. The cans toppled down and food spilled everywhere. He walked off, satisfied. He got back home a few minutes later and walked up to his room. There were empty coke cans and crunched-up balls of paper everywhere. He was about to start playing his DS when his mom came into the room.

"Jake! Clean your room now!!" she yelled.

"Fine..." he muttered. He began to pick up cans and paper. But the moment his mom left the room, he threw all the rubbish back down again. Suddenly, his phone rang. He walked over and picked it up. It was his friend, Alex.

"Hi Jake! Do you want to come over to my house soon?" Alex asked casually.

"Sure, I'll be there in a few minutes," Jake replied. He hung up and walked over to Alex's house.

A few minutes later, Jake was at his friend's house. They were watching a movie. It was about how people shouldn't make a mess. Alex had chosen it because he wanted his friend to be less messy. The movie said that in a few hundred years, the world would become a massive dumpsite. Jake looked surprised when the movie ended. He thanked Alex and went back home.

At home he immediately began to clean up his room. His mom was amazed. She thanked Alex for the idea. Jake also went to clean up the mess at the shop.

"I guess I won't be messy anymore!" he said.



