

Gundagai High School

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Principal: Simon Bridgeman



English Faculty Student books and bookwork

Good bookwork contributes to strong learning.

Gundagai High School encourages students to take pride in their bookwork. Even in the age of technology, bookwork is important. It promotes organisational skills and provides a written record that is easily accessible.

Students will often use both computers and books for their classwork, especially after Year 9. Having a neat, well-organised book complements well organised electronic files. Teachers will instruct students as to whether they should use a workbook or computer for a particular piece of work.

Clear, neat handwriting has been identified as one of the indicators of success at school. To support clear, neat handwriting, students are encouraged to hand write a proportion of their work. Teachers will instruct students as to whether a piece of work needs to be handwritten or whether it may be completed on computer.

Currently, the Higher School Certificate examination is a handwritten examination. For this reason, handwriting skills and good bookwork remain important in gaining a successful education.

Taking pride in good bookwork

A well-organised book is one where work is clearly set out. Good organisation is easy if students follow a few simple rules:

- Use a book with a margin for each page. Use the same colour (red) for every margin, so the book looks the same on each page.
- Start a new page for each lesson.
- Put the date at the top of the page when you start to write. This helps to keep track of work.
- Underline headings. This develops a good organisational structure to the book.
- Rule off finished work to indicate that nothing more needs to be done.
- Stick all sheets into the book as close as possible to the work to which they refer.
- Neat, well-organised books show that a student is proud of his learning. Equally importantly, it provides an organised way to study for examinations and assessment tasks, so it can contribute directly to success in learning.
- House Points will be allocated for individuals and classes maintaining their workbook to a high standard each semester.

Everyone can be a proud, organised learner. It's easy to develop good organisational habits and being organised brings life-long benefits.

General stationery requirements

To be prepared for school, students should have the following stationery with them **every day**:

- At least two blue or black biro pens. Good quality pens are better for developing good handwriting.
- A red pen.
- A lead pencil.
- An eraser.
- A sharpener.
- A ruler.
- A glue stick.
- A pencil case with the student's name and roll call class written inside.
- Coloured pencils or texta's are advisable.

Repeated failure to bring school stationery equipment (especially pens) will be referred to the English Head Teacher and may result in a parent phone call or detention.

Book Requirement

- 1 A4 ruled exercise book of 128 pages
- Covered in contact
- Name on the front cover
- Subject name on the front cover
- Class listed on the front cover
- A 3 Ring Folder is also advised to protect your book whilst in your backpack.

Please take this document home for yourself and your parents to sign to indicate that you have understood Gundagai High School English Faculty's Student books and bookwork requirements. Return the document to school and glue it on the first page of your workbook. For any further information please contact the English Head Teacher any time.

Thank You,

Rodney Crane. *English/HSIE Head Teacher (Acting)*

Student name..... Signed.....

Date.....

Parent/Carer name..... Signed.....

Date.....