Dirranbandi P-10 State School
Bookwork Policy

Rationale:
Well presented bookwork is a valuable aspect of the teaching - learning process. It reflects your willingness to take responsibility for your own learning, and show that you take pride in your education.

Aim:
• To encourage you to take pride in your bookwork.
• To foster your organisational skills.
• To assist you in developing positive work habits.
• To provide opportunities for you to refine your literacy skills and automaticity.

Implementation:
• Books are to be covered and labelled with both name and subject.
• All work is to be neatly presented.
• Handwriting is to be in printed Queensland Script (Prep – Year 2)
• Handwriting is to be printed with exits and entries (Year 3)
• Handwriting is to be in Queensland Cursive Script (Year 4-7)
• Margins must be ruled, with a line at the top and bottom of the page.
• All work must include a date in the margin, e.g. 24/05/2011
• Completed work to be ruled off underneath.
• There will be no empty spaces or pages.
• Mistakes are to be corrected in an appropriate manner – use of eraser (for pencil) or neat crossing out only, no scribbling.
• No writing or drawing on or in books and folders.
• Worksheets must be glued into appropriate book, not stored in folders.
• Worksheets should be aligned with the margin and trimmed or orientated to fit within the book.
• Your teachers will present your bookwork to the Principal twice per term.
• These bookwork rules will be explicitly taught by your teacher and placed in your books.
• Unsuitable bookwork will be required to be re-done in your own time.
• Your books will be assessed for ‘bookwork’ twice each term by both you (self evaluation) and your classroom/subject teacher. Your teacher will provide you with feedback (relevant to bookwork) within your book/s.
• Feedback provided by your teacher regarding the content (work completed) of the book will be evident (eg. work marked and commented on, suggestions for improvement). See Feedback policy.