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

Aim:
- To encourage students to take pride in their bookwork.
- To foster students' organisational skills.
- To assist in developing positive work habits.
- To provide opportunity for students to refine their literacy skills.

Implementation:
- Books are to be covered and labelled with both name and subject. This must be indicated on the booklists at the end of each year (to begin beginning of 2012).
- 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.
- Books must be handed in when requested. These will be requested twice per term.
- A copy of bookwork rules should be signed and placed in students' books.
- Unsuitable bookwork will be required to be re-done in the student’s own time.
- Books should be assessed for ‘bookwork’ twice each term by both student (self evaluation) and the classroom teacher. Feedback from the teacher (relevant to this) is to be evident within the book.
- Feedback provided by the teacher regarding the content (student work completed) of the book should be evident (eg. work marked and commented on, suggestions for improvement). See Feedback policy.
- Bookwork should reflect the differentiation strategies used in order to allow each individual student to experience success (including scaffold provided, evidence of differentiated tasks, etc.)