

Jundah SS Bookwork Policy

At Jundah State School we value a high standard of bookwork presentation. By developing a consistent set of expectations, students will develop continuity with their bookwork from Prep to Year Seven. Students are expected to present only the highest standard of work at all times. Work that is considered inadequate will be redone at the teachers' discretion. All students are expected to adhere to our Bookwork and Presentation Guidelines, which are:

- *Keep it neat at all times, no scribbling or graffiti anywhere in books*
- *Use every page consecutively*
- *Trim worksheets to fit neatly along the margin or glue centred on page in corresponding scrapbook.*
- *Use a sharp HB lead pencil until instructed to write with an erasable pen*
- *Write the date at the top of all work.*
- *All written work must have a title and daily work is to be ruled off.*
- *Rule the top and bottom line and a 2cm margin in red pencil*
- *Always use a ruler.*
- *Rub out or rule a single line through mistakes.*
- *Print clearly all labels on diagrams / illustrations in pencil.*
- *Pages are not to be torn out or ripped.*
- *Felt Pens/Textas are not to be used in books, Coloured pencils can be used*
- **Year 7's are issued a pen licence once bookwork is to a high standard.*

To achieve this, all teachers explicitly teach to the bookwork and presentation expectations. The classroom teacher provides feedback on bookwork, and the Principal regularly checks students' bookwork to ensure consistency across the school.

From this: Prep Bookwork

To this: Year 7 Bookwork