Glenden State School Bookwork Policy

At Glenden State School we have high expectations of bookwork of all of our students, from prep to year 12. All students are expected to adhere to our bookwork and presentation guidelines, which are:

- All bookwork should be neat with no scribbling or graffiti
- Use each page consecutively, all handouts are to glued into books or placed into a display folder in order.
- Write in pencil/blue or black pen (Prep to Yr 6 pencil, year 7 to 12 pen).
- Year 5 to 12 students are to write the lesson intent/success criteria in books.
- Have a heading for all your work-main heading double underlined, sub headings single underline (Yr 2 upwards).
- Rule margins in red pen using a ruler – for lined books (3cm), for grid books divide page in two (Prep-1 to use pencil, Yr 2 upwards red pen).
- Write the date in the top Left hand corner (day, month, year) (Yr 1 upwards).
- Erase work with an eraser or a single line through error.
- One subject per book, clearly labelled with name and subject on the front.
- Complete and label diagrams/graphs in pencil.
- No liquid paper is to be used.
- Correction tape maybe used at the teachers discretion.
- Senior student (Yr 10 to 12) are encourage to use Onenote and students are to have folders for their subjects set up there with each week set on a different page and then their lessons within those.

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.