



Musgrave Hill State School Bookwork Policy

At Musgrave Hill State School we have high expectations of bookwork from all of our students, from Prep to Year 6. All students are expected to adhere to our Bookwork and Presentation Guidelines, which are:

- Keep it neat at all times, with no scribbling or graffiti.
- Use every page consecutively and trim worksheets to fit neatly along the margin.
- Write in pencil. Write headings and rule margins in red for Grade 5 and 6 and pencil for Prep-4
- Use a ruler.
- Rub out or rule a single line through mistakes.
- Copy carefully from the board.
- Rule the top and bottom line and a margin the width of a regular ruler.
- Rule off completed work.
- Have a date and heading at the top of each day's work.
- Complete and label diagrams in pencil.
- Year 6 students are issued a pen licence once bookwork is to a high standard. Liquid paper is not to be used.

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 \Rightarrow To this: Year 6 Bookwork

