

*Beerwah State High School*

# *Bookwork Policy*



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## Bookwork Policy

### Rationale:

Well-presented bookwork is a valuable aspect of the teaching - learning process. Effective bookwork ensures a record of teaching content and provides a resource for review.

### Aim:

- To foster students' organisational skills
- To assist in developing positive work habits
- To encourage student responsibility for high bookwork standards
- To provide a consistent approach to bookwork across the school

### Implementation:

- All work is to be neatly presented.
- All work must include a title, Learning Goal, date and margin.
- Mistakes are to be neatly crossed out and then re-written, or correction tape may be used. Liquid white out is not acceptable and is banned from school.
- Books must be handed in when requested.
- No inappropriate writing or drawing on or in books and folders.
- Unsuitable bookwork may be required to be re-done in the student's own time.

- **Roles**

### Teachers

Promote a consistent approach to developing students' skills and positive attitudes towards bookwork by:-

- Establishing clear, explicit standards.
- Teachers will mark books at least once a month and will provide developmental and corrective feedback to students on their performance.
- Teachers will scan student work for spelling and grammatical errors and focus on completed content and quality of bookwork

### Students

Each student will be required to:

- Attach all handouts to subject book
- Have a single book for each subject – teachers will not accept 5 subject books with more than one subject in it
- Bring their workbook to class every lesson (even if practical is indicated in the term planner)
- Complete and hand in work on time
- Neatly label all books

### Heads of Department

The quality of students' work presentation will be ensured through:

- Reviewing that effective marking and feedback is performed by teachers at least once a term.