Bookwork Policy
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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.