



CORINDA STATE HIGH SCHOOL

BOOKWORK POLICY

RATIONALE

At Corinda State High School we value a high standard of bookwork. By developing a consistent set of expectations, students will develop continuity in their bookwork and will appreciate the need for well organised study notes. Well-presented bookwork is a valuable aspect of the teaching – learning process. It reflects the student's willingness to strive for excellence.

AIMS

- To encourage students to take pride in their bookwork.
- To foster students' organisational skills.
- To assist in developing positive work habits.
- To provide opportunity for students to refine their literacy skills.

IMPLEMENTATION

- Books/folders are to be well maintained and labelled with both name and subject.
- All work is to be neatly presented.
- Margins must be ruled.
- All work must include a date.
- All handouts / worksheets are to be secured in student books and dated.
- Corrections are to be undertaken in an appropriate manner.
- Books must be presented to the teacher when requested.
- Books are to be free from graffiti, inappropriate drawings or expressions that are not relevant to the subject.
- Unsuitable bookwork may be required to be re-done in the students' own time.
- Books should be marked twice each term by both student (self-evaluation) and the classroom teacher.

REVIEW

This policy will be reviewed annually by the Senior Leadership Team. It is acknowledged that as the school moves to a 1 to 1 learning environment that the context of this policy will change however there will be a need for consistency with organisation of student work and storage on personal devices.