

Monto State High School

Bookwork Policy



At Monto State High School we have high expectations of bookwork for all students, from Year 7 to Year 12. 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 or fold worksheets to fit neatly within the margins. Glue work sheets in carefully.
- Write in blue or black pen.
- Write headings and rule margins.
- Use a ruler.
- Rule a margin the width of a regular ruler.
- Rub out, use correction tape (not liquid) or rule a single line through mistakes.
- Ensure a blank line is left after each paragraph and important text. Our eyes like to see white paper as it makes the text easier to read.
- Rule off completed work.
- The next lesson's work should follow on from the previous lesson's work.
- Have a date to indicate the start of each lesson's work.
- Complete and label diagrams carefully. Use colour (except in scientific diagrams).
- Correction fluid is not to be brought to school.

To achieve this, all teachers explicitly teach to the bookwork and presentation expectations.

Monto State High School Teachers:

- Regularly check student bookwork and insist on high quality.
- Provide written feedback on bookwork to each student and/or use stickers.
- Ensure students edit and amend their work.
- Seek the assistance of parents to keep standards high.

Monto State High School Administration Team members:

- Regularly check students' bookwork to ensure consistency across the school.
- Provide written feedback on bookwork to each student they check and/or use stickers.
- Provide feedback to teachers on the quality of student bookwork.