Purpose

To ensure the staff, students and parents of Monogorilby SS have a uniform understanding of the expectations for the consistent high-quality presentation of work in student books and to encourage students to be proud of their neat, well presented work.

This policy was developed to align with the DDSW Region explicit teaching expectations.

General Expectations

Students’ workbooks should be/include (see attached):
- Neat and tidy
- Date and margin (except no margin in maths grid or scrapbooks)
- Legible handwriting efforts

Our Beliefs

To ensure high-quality bookwork presentation, teachers can support students in the following ways:
- Explicit instruction about the correct format for working in their books.
- Regular reminders about handwriting, pencil grip and seating position
- Use of visual aids (i.e. handwriting or alphabet charts) to support correct formation of letters
- Teacher modelling neat and legible handwriting on whiteboard/blackboard
- Provide feedback to, and celebrate, efforts in neatness, style and presentation

Policy

STYLE

Adhere to the conventions of the 'Modern Cursive for Queensland' script

Prep: n/a; Yr 1: QLD beginner’s script; Yr 2-7: QLD modern cursive

WRITING INSTRUMENTS

Every student (YrsP-7) must have access to a pencil. A biro (Yrs5-7 only) is permitted for use as specified by the teacher.

DATE

To be included in every workbook IN the margin, top left corner of the working page/section in DD/MM/YY format (i.e. 22/03/13).
**MARGIN**

A standard ruler or a 3cm measured width along the left side of the working page from top to bottom of page *except* for maths grid and scrapbooks. Maths grid book pages may be folded in half.

**TITLE**

Where applicable, a title is placed at the top of a new page or new section. The title should be underlined and a space left before starting work.

**UNDERLINING**

To be completed using a ruler and a pencil (Years P-7) or biro (Years 5-7).

**PAGES**

Used consecutively and completely unless specified by the teacher.

**ERRORS**

Crossed out or erased (at teacher’s discretion) using a ruled line or eraser.

**TEXTAS**

Not to be used in workbooks unless directed by the teacher.

**COVERS**

Books should have at least the student's name and subject written on the cover.

**LOOSE SHEETS**

Name to be written on sheet always then glued into exercise/scrap/grid books OR stored into a plastic clip/Velcro folder for storage OR sent home with the student.

**NOTE:** If sheets are glued into workbooks, they must be neatly trimmed and glued in straight on the page using an appropriate amount of glue. The sheet should not cover any written work.

**GRAFFITTI**

Scribbling, doodling, scratching, tearing or other destructive actions are prohibited from school workbooks.

**TEACHER CORRECTIONS**

Student work should be regularly marked (tick/comment/signature/stickers/etc.) in all books and homework (where applicable)

**STUDENT CORRECTIONS**

Students marking their or others’ books (i.e. ticks) should use appropriately sized markings and neat handwritten comments.
Lower Year Levels
Writing

Middle/Upper Year Levels
Writing

Maths grid book