

BOOKWORK POLICY



Bucasia State School

Oceans of Success | Live & Learn

PREP BOOKWORK POLICY

Use a writing pencil when writing

Use correct method to glue sheets in

Use consecutive pages in books

Realistic use of colours when colouring in pictures with colouring in pencils and crayons only

No felt pens in textbooks.

Pride in presentation of work

YEAR 1 BOOKWORK POLICY

Bucasia Bookwork Policy Year 1

At Bucasia State School we have high expectations of bookwork of all of our students, from Prep to Year

7. 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 worksheets to fit neatly along the page.*
- *Write in pencil.*
- *Use a ruler.*
- *Rub out or rule a single line through mistakes.*
- *Rule off completed work.*
- *Have a date and heading at the top of each page.*
- *Complete and label diagrams in pencil.*

Bucasia Bookwork Policy Year 2 & 3

At Bucasia State School we have high expectations of bookwork of all of our students, from Prep to Year 7. 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 worksheets to fit neatly along the page.
- Write in pencil.
- Use a ruler.
- Rub out or rule a single line through mistakes.
- Rule off completed work.
- Have a date and heading at the top of each page.
- Complete and label diagrams in pencil.
- Draw a margin

2BP Bookwork

1. Draw a margin on left hand side with a ruler.
2. Write the date in the margin.
3. Write neatly at all times.

12/07/12

Underline Headings

Rub out any mistakes properly.

Rule off completed work.

Year 4 Bookwork Policy

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 worksheets to fit neatly along the 2cm margin.
- Write in pencil. Write headings and rule margins in red.
- Use a ruler.
- Rub out or rule a single line through mistakes
- Rule the top and bottom line and a margin the width of a regular ruler.
- Rule off completed work.
- Have a date and heading in the margin of each page.
- Complete and label diagrams in pencil.

Year 5 Bucasia State School

Bookwork Policy

- *Keep it neat at all times, with no scribbling or graffiti.*
- *Use every page and trim worksheets to fit neatly along the margin.*
- *Write in lead pencil.*
- *Write headings in lead pencil and underline in red pen.*
- *Use a ruler.*
- *Rub out or rule a single line through mistakes.*
- *Rule the top and bottom line and a margin the width of a regular ruler.*
- *Rule off completed work.*
- *Have a date and heading every time you start new work.*
- *Complete and label diagrams in lead pencil.*
- *Liquid paper or white out is not to be used.*

Year 6 & 7 Bucasia State School

Bookwork Policy

- Keep it neat at all times, with no scribbling or graffiti.
- Use every page and trim worksheets to fit neatly along the margin.
- Write in black or blue pen. Write in lead pencil for Maths and Science.
- Write headings in black or blue pen and underline in red pen.
- Use a ruler.
- Rub out or rule a single line through mistakes.
- Rule the top and bottom line and a margin the width of a regular ruler in red pen.
- Rule off completed work.
- Have a date and heading every time you start new work.
- Complete and label diagrams in lead pencil.
- Liquid paper or white out is not to be used.
- From this: Prep Bookwork \Rightarrow To this: Year 7 Bookwork

