Southbrook Central State School
Bookwork Policy:

For general writing books, Students will –

- use a ruler to make a margin
- Rule off prior work
- Write the date in short hand in the margin
- In the first line, write a heading and underline with a ruler. Year 3-7 centre heading and underline with ruler
- Use a ruled line to cross out an incorrect word (rather than a rubber)
- keep books tidy and well presented

For Mathematic Grid Books, Students will –

- In the front of the book – Fold a page in half and Year 3-7 students use a ruler to rule the page in half
- Start all work by ruling off prior work and adding the date in the top left section of the column
- Use a ruled line to cross out an incorrect mark
- At the teacher’s discretion – in the back of the book fold a page into four columns and use a ruler to rule four columns (organised number fact testing)

Gluing sheets into workbooks

- Neatly fold sheet in half and glue short edge into the dated margin. Ensure sheet is glued in straight.