



Bookwork Standards

Well-presented bookwork is an important part of the teaching and learning process. It reflects your willingness to take responsibility for your own learning and show that you take pride in your education.

The purpose of the standards are to:

- Encourage you to take pride in your work.
- Support your understanding of the learning process.
- Improve your organisational skills.
- Assist you in developing positive work habits.
- Provide opportunities for you to refine your abilities in the General Capabilities.

At Whyalla High School it is each student's responsibility to ensure that:

- All subject workbooks are covered and labelled with your name and subject.
- All work is neatly presented.
- Margins are ruled with a line down the left hand side in red pen.
- All work has a title and a date written at the top of the page.
- Completed work is ruled off underneath.
- Consecutive pages are used and there will be no empty pages/spaces.
- Mistakes are part of learning, but should be corrected in an appropriate manner (use of an eraser or neat crossing out).
- No graffiti, scribble, messy crossing out or drawings to be present on either the covers or pages.
- Blue or black pen can be used to write with. Red pen and pencil can be used when instructed by your teacher.
- Coloured pens for sub-headings and key information may be used if it is purposeful and appropriate for the task. Textas are not to be used.
- Highlighting may be used to emphasise or draw attention to specific elements on the page.
- Task sheets are trimmed to fit in your book, aligned with the margin and glued in.

To support your learning progress:

- At least once a term, your workbook will be collected and feedback will be given using the Bookwork Standards Rubric.
 - *The rubric will be glued in.*
 - *Additional feedback may also be evident throughout your workbook (e.g. comments and suggestions in margins).*
- During the term, you will also receive regular verbal and written feedback addressing the organisation and condition of your bookwork.