At Harristown State School we have high expectations for the quality of all students’ bookwork (Prep to Year 7).

We believe that students can be encouraged and supported to achieve high standards of bookwork through the provision of the following:

- Explicit instruction about handwriting techniques and bookwork presentation. During explicit handwriting lessons, students’ desks must be facing the whiteboard and correct handwriting techniques monitored.
- Regular reminders about handwriting rules, pencil grip and seating position.
- Use of handwriting charts, alphabet charts and examples of good work or exemplars displayed in the classroom.
- Teacher modelling of correct, neat handwriting and presentation – both on the board and in student books.
- Opportunities to share good work through class displays of student work.
- Celebration through the use of stickers, stamps, certificates, written comments, and, as appropriate, awards, marks and recognition for neatness, style and presentation.
- The Principal/ Deputy Principal regularly checking students’ bookwork to support teacher and school expectations and to ensure consistency across the school.

All students are expected to adhere to our Bookwork and Presentation Guidelines, which are:

- Keep handwriting and bookwork neat at all times – no scribbling or graffiti.
- Use every page consecutively unless otherwise indicated by the teacher.
- Trim worksheets to fit neatly or to fit scrapbooks. Students will glue sheets either by folding in half neatly or to fit the whole page.
- Write in pencil at all times (Year 7 students can earn a pen licence).
- Write headings and rule margins in pencil (1-4) or red pen (5-7) and with a ruler.
- Use a ruler for all line work (e.g. ruling off, dividing pages etc)
- Rub out or rule a single line though mistakes (at the teacher’s discretion).
- Rule off completed work.
- Have a date in the margin after every rule off.
- Complete and label diagrams in pencil.
- Liquid paper is not to be used.
- Pencil will be used for all areas of Mathematics. Columns will be ruled down the middle of the page or at teachers discretion (e.g. Venn diagrams, tables etc.)
- No margins in quad books or scrap books or test books
- One number per square in quad books

TEACHER / TEACHER AIDE CORRECTION – Evidence of teacher sighting (tick/comment/initials, sticker, stamp etc) and correction should be clearly visible on each page/piece of work and weekly homework as per the HSS Spelling policy – editing behaviours).

STUDENT CORRECTION – Students need to be familiar with appropriate size and style of ticks, signatures (initials) and conferencing as per the HSS Spelling policy – editing Behaviours. Acceptable comments to be placed in the books. Student or peer correction to be neat and positive only.

To achieve this, all teachers explicitly teach to the bookwork and presentation expectations as per the school policy. (G Drive) The classroom teacher provides feedback on bookwork, and the Administration regularly checks students’ bookwork to ensure consistency across the school. This will be done on a rostered basis. Bookwork expectations are clearly displayed in each classroom and remain consistent across all grades.

Prep – Term 1-3 Blank paper, Term 4 - one line on paper
Year 1 – Red and blue lined paper with dotted line
Year 2 – Red and blue lined paper (wider spacing than 3/4)
Year 3/4 – Smaller red and blue lined paper
Years 5 – 7 – Blue lined paper, Blue/Red lined paper for Handwriting