At Mackay Central State School we have high expectations of bookwork for all students.

We expect all learners to focus on quality work at all times and to maintain neatness and pride in their work.

All teachers will explicitly teach and promote the bookwork and presentation expectations.

- Ensure pencils are sharp and of a suitable length
- Keep work neat at all times, with no scribbling or graffiti
- Rule top and bottom lines and a margin for every page
- Divide Maths pages into 2 columns
- Write the date and underlined heading at the top of work
- Rule off completed work
- Use every page consecutively (No blank pages)
- Trim and glue worksheets neatly
- Use correct 1 Posture 2 Pencil Grip 3 Paper Position
- Erase mistakes (rub out between the flags) or use a single ruled line to cross out (no liquid paper)
- A designated ‘Messy Maths’ page is permissible at the back of the book

Updated: February 2015