At Trebonne 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:

**All Exercise Books**

- Keep it neat at all times, with no scribbling or graffiti.
- Use every page consecutively and trim worksheets to fit neatly.
- Write in pencil. Underline headings in red.
- Use a ruler.
- Rule a single line through mistakes.
- Rule a margin the width of a regular ruler in red pen.
- Rule off completed work in red.
- Date all new work and worksheets.
- Complete and label diagrams in pencil.

**Maths Books**

- Fold page in half and rule on the line with red pen. (Follow grid lines)
- Headings and date underlined in red pen.
- One digit or symbol in each grid square.
- Equals and total lines ruled using a ruler and red pen.
- Number all sums.
- Leave a spare line between each sum.

To achieve this, all teachers explicitly teach to the bookwork and presentation expectations. The classroom teacher provides feedback on bookwork, and the Principal regularly checks students’ bookwork to ensure consistency across the school.