At Mount Murchison SS we have high expectations of bookwork for all of our students. We expect all learners to focus on quality work at all times and to maintain acceptable neatness and pride in their work.
To achieve this, the teacher will explicitly teach the bookwork and presentation expectations.
The classroom teacher will provide feedback on bookwork.

- Keep work neat at all times, with no scribbling or graffiti on the cover or inside of workbooks.
- Use every page consecutively and trim worksheets to fit neatly along the margin.
- Write in pencil unless you have received your pen licence.
- Ensure pencils are sharp and of a suitable length to hold
- Promote correct pencil grip and posture
- Write headings for all work.
- Each page is to have a ruled margin (Yrs 2-7)
- Rule margins in pencil using a wooden ruler (approx. 3cm)
- Divide all quad book pages into 2 columns
- Rule off completed work and date new work when starting in the middle of the page.
- Write the date neatly (eg 12/3/13)
- Erase mistakes
- Complete and label diagrams in pencil.
- Headings are underlined with a ruled line.
- Corrected work needs to have the teacher’s signature /initials and date.
- Follow an established code for the use of each book eg First Draft.
- Follow the school’s editing code.