In Year 1 workbooks, respectful and responsible looks like...

- Books are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil—Beginners’ Script
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 1 Mathematics workbooks, respectful and responsible looks like...

- No margins
- Ruling off after exercises, activities or the day’s work
- Four ruled columns at the back of the book for daily number facts

In Year 1 English workbooks, respectful and responsible looks like...

- No margins
- Ruling off after an exercise or the day’s work
- New sentences and paragraphs beginning on a new line, without indentation
In Year 2 workbooks, **respectful** and **responsible** looks like...

- Books are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil—Queensland Cursive writing introduced
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 2 Mathematics workbooks, **respectful** and **responsible** looks like...

- No margins
- Ruling off after exercises, activities or the day’s work
- Four ruled columns at the back of the book for daily number facts
- Two ruled columns for operations only
- Numerals should sit on lines with regular spacing
- One numeral only in each grid square
- A one line space left between numerals and exercises
- Exercises and activities are numbered as 1. A. or a.

In Year 2 English workbooks, **respectful** and **responsible** looks like...

- No margins
- Ruling off after an exercise or the day’s work
- New sentences and paragraphs beginning on a new line, without indentation
- Exercises and activities are numbered as 1. A. or a.
In Year 3 workbooks, **respectful** and **responsible** looks like...

- Books are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil—Queensland Cursive
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 3 English workbooks, **respectful** and **responsible** looks like...

- A horizontal line ruled on the top and bottom line of each page
- A thin, ruler-width margin on each page
- Ruling off after each exercise and the day’s work
- The date written as Monday 1 January 2003 (handwriting book only)
- New sentences or paragraphs started on a new line, without indentation
- A one line space left between paragraphs
- Item exercises and activities using 1. A. or a.
In Year 4 workbooks, **respectful** and **responsible** looks like...

- Books that are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil—Queensland Cursive
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 4 English workbooks, **respectful** and **responsible** looks like...

- A horizontal line ruled on the top and bottom line of each page
- A thin, ruler-width margin on each page
- Ruling off after each exercise and the day’s work
- The date written as Monday 1 January 2003 (handwriting book only)
- New sentences or paragraphs started on a new line, without indentation
- A one line space left between paragraphs
- Item exercises and activities using i. A. or a.
- Underlining and corrections done neatly, in pencil

In Year 4 Mathematics workbooks, **respectful** and **responsible** looks like...

- Pages are folded in half and ruled down the centre
- Four ruled columns at the back of the book for daily number facts
- Ensure numerals are written with attention to regular spacing and columns
- Itemise exercises and activities using the form i. A. or a.
- Leave one line space and rule off after each exercise
- Numeral size to be two thirds of feint blue lines
- Spaces are used after thousands and millions; decimal points are written on the line; and fractions are written between the lines
In Year 5 workbooks, **respectful** and **responsible** looks like...

- Books that are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil—Queensland Cursive
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 06.03.13
- Teacher acknowledgement and feedback on all work

In Year 5 Mathematics workbooks, **respectful** and **responsible** looks like...

- Pages are folded in half and ruled down the centre
- Four ruled columns at the back of the book for daily number facts
- Ensure numerals are written with attention to regular spacing and columns
- Itemise exercises and activities using the form i. A. or a.
- Leave one line space and rule off after each exercise
- Numeral size to be two thirds of faint blue lines
- Spaces are used after thousands and millions; decimal points are written on the line; and fractions are written between the lines

In Year 5 English workbooks, **respectful** and **responsible** looks like...

- A horizontal line ruled on the top and bottom line of each page
- A thin, ruler-width margin on each page
- Ruling off after each exercise and the day’s work
- The date written as Monday 1 January 2003 (handwriting book only)
- New sentences or paragraphs started on a new line, without indentation
- A one line space left between paragraphs
- Item exercises and activities using i. A. or a.
- Underlining and corrections done neatly, in pencil
In Year 6 workbooks, respectful and responsible looks like...

- Books that are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil—Queensland Cursive
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 6 Mathematics workbooks, respectful and responsible looks like...

- Pages are folded in half and ruled down the centre
- Four ruled columns at the back of the book for daily number facts
- Ensure numerals are written with attention to regular spacing and columns
- Itemise exercises and activities using the form 1. A. or a.
- Leave one line space and rule off after each exercise
- Numeral size to be two thirds of feint blue lines
- Spaces are used after thousands and millions; decimal points are written on the line; fractions are written between the lines with a horizontal vinculum
- A margin (thin ruler or 2cm drawn in pencil or red biro) ruled down the left hand side of the page
- A horizontal line drawn on top and bottom line at page in red biro or pencil
- The date written as Monday 1 January 2003 (handwriting book only)
- New sentences and paragraphs started on a new line, without indentation
- A single line space is to be left between paragraphs
- Leave one line space and rule off after each exercise
- Underlining or corrections are done in pencil or red biro
- Item exercises and activities using i. A. or a.
In Year 7 workbooks, **respectful** and **responsible** looks like...

- Books that are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil, with a pen licence issued to students with bookwork at a consistently high standard in semester 2 only —Queensland Cursive
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 7 Mathematics workbooks, **respectful** and **responsible** looks like...

- Pages are folded in half and ruled down the centre
- Four ruled columns at the back of the book for daily number facts
- Ensure numerals are written with attention to regular spacing and columns
- Itemise exercises and activities using the form i. A. or a.
- Leave one line space and rule off after each exercise
- Numeral size to be two thirds of feint blue lines
- Spaces are used after thousands and millions; decimal points are written on the line; fractions are written between the lines with a horizontal vinculum

In Year 7 workbooks, **respectful** and **responsible** looks like...

- Books that are covered, with the child’s name, class and subject marked clearly on the front
- A title page
- Quality work at all times, with no tearing, scribbling or graffiti
- Pages used consecutively
- Worksheets trimmed and glued to fit neatly inside the book
- A ruler used for all lines
- Writing in pencil, with a pen licence issued to students with bookwork at a consistently high standard in semester 2 only —Queensland Cursive
- Rubbing out or a single line ruled through mistakes
- Each piece of work is dated e.g. 04.03.13
- Teacher acknowledgement and feedback on all work

In Year 7 English workbooks, **respectful** and **responsible** looks like...

- A margin (thin ruler or 2cm drawn in pencil or red biro) ruled down the left hand side of the page
- A horizontal line drawn on top and bottom line at page in red biro or pencil
- The date written as Monday 1 January 2003 (handwriting book only)
- New sentences and paragraphs to be started on a new line, without indentation
- A single line space is left between paragraphs
- Leave one line space and rule off after each exercise
- Underlining or corrections are done in pencil or red biro
- Item exercises and activities using i. A. or a.