

# BOOK WORK

**EVERYONE**

**EVERYWHERE**

**EVERY TIME**

## RESPONSIBILITY

## PERSONAL BEST

### BE PREPARED

- Have the required book for each timetabled period each day
- Clearly label each book with name, class and subject
- Care for and maintain all my books
- Complete all work in my book

### DELIVER QUALITY WORK

- A margin of at least 2cm on the left drawn with a ruler
- Date of each item of work
- Clearly defined headings and sub headings
- Neatest possible writing
- All sheets pasted in neatly
- Only the required work for the relevant course (no graffiti, scribbles, doodles etc.)

