I've looked and made sure that;

✓ My writing is neat and legible
   and sitting correctly on the dotted thirds.
✓ I've ruled up my page neatly with a red pencil.
✓ I've used a ruler to rule all lines.
✓ I've ruled up my page with:
   - two lines across the top.
   - A standard ruler width margin on the left-hand side.
   - A line across the bottom of the page.

✓ My name is on the right-hand side of the page.
✓ The date is on the left-hand side of the page.
✓ I've written a heading between the two top lines.
✓ I've only used pencil.
✓ If I have made a mistake, I've very carefully put a line through
   the middle of the word/sentence using a ruler and pencil.
✓ I have only used pencil to write maths problems and labels.
✓ I have only used pencil to draw graphs and pictures.
✓ I haven't used any textas in my workbook.
✓ If I am unsure how to spell a word, I have carefully underlined it
   with a pencil.
✓ When completing work on unlined paper I always rule feint lines
   top and bottom for my writing.
✓ When gluing, I use a small amount along the edges and centre the
   work correctly.
✓ I look after my equipment and do not lose it. If lost I must
   replace it promptly.

I know that at Beverley DHS we strive to achieve excellence and I should produce
a high standard of work at all times. I understand that if my teacher believes
that I have not produced the best of which I am capable, then I will be asked to
re-do my work.

Signed: ___________________________  Date: ________________

Parent/Carer: ______________________  Date: ________________