

# SCHOOL BOOKWORK POLICY



## RATIONALE

At Aspiri Primary School, we promote and uphold high standards of written bookwork and presentation across all year levels. Students' books hold visible evidence of teaching, learning and assessment, and reflect each student's commitment to quality, effort and pride in their learning.

Developing automatic and consistent bookwork habits is essential to ensure continuity and progression in learning as students move through the year levels. These habits enable each successive teacher to build upon strong foundations established in earlier grades. While a growing proportion of student work is produced digitally, the presentation of handwritten bookwork remains a vital skill. Neatness, organisation and pride in presentation support students in developing focus, discipline and a sense of ownership over their learning.

Clear and consistent bookwork expectations play a crucial role in reducing students' cognitive load and supporting effective learning. When routines for layout, headings, margins, and organisation are explicitly taught and consistently reinforced, students no longer expend unnecessary mental effort deciding how to set out their work. This minimises extraneous cognitive load, the avoidable mental effort unrelated to the actual learning task, allowing students to devote more working memory to processing and understanding new content (Sweller, 2011). Over time, this structure fosters automaticity, supports attention, and enables smoother transitions between tasks. Well defined bookwork expectations provide the cognitive scaffolding students need to engage more deeply with learning, while also signalling that precision, pride and consistency matter in all aspects of their work.

This policy establishes consistent standards and expectations for bookwork and presentation across the school. Teachers accept collective responsibility for explicitly teaching, modelling and reinforcing excellence in bookwork, and for recognising and celebrating students' achievements in this area.

## SCOPE

This policy applies to all students from Pre-primary to Year 6, across all learning areas and specialist learning areas. It also applies to all teachers who set, model, assess and provide feedback on student work, both written and digital.

## AIM

The Aspiri Primary School Bookwork Expectations Policy aims to guide students in developing pride and a sense of achievement in neat, well-presented bookwork and to ensure consistency of presentation throughout the school, in addition to developing self-confidence in our learners. As an academic setting committed to high standards of teaching and learning, we recognise that the quality and presentation of student bookwork reflect the value placed on learning, effort, attention to detail and academic rigour.

Consistent, high-quality bookwork expectations support students in developing organisational skills, perseverance, and accountability for their learning. Teachers are expected to use their professional judgement to make reasonable adjustments to bookwork guidelines, where appropriate, to support specific learning needs and differentiation.

## PRINCIPLES

- Clear and consistent expectations help students develop confidence, organisation, and pride in their work.
- Explicit teaching and regular feedback support students to form positive, automatic presentation habits.
- Consistency across year levels promotes smooth transitions and reduces cognitive load for students.
- Flexible adjustments ensure every student can present their best work within their individual capabilities.
- Presentation expectations are clearly communicated and reinforced with both students and families.

## ADJUSTMENTS AND DIFFERENTIATION

Teachers will provide reasonable adjustments to support students with handwriting or fine-motor challenges. These may include ICT access, scaffolded templates, or scribing assistance. Digital tasks should reflect the same standards of organisation and presentation as handwritten work.

## PHOTOCOPIED WORKSHEETS

Worksheets can enhance learning when used with clear intent and connection to lesson objectives. Teachers are encouraged to reflect on the purpose of each worksheet and ensure it supports active engagement and deeper understanding. When used, worksheets should be of high quality and neatly glued into student books, with no edges protruding.

## ROLES

### Students:

- Strive to achieve high standards of bookwork and presentation.
- Apply teacher feedback to improve the quality and consistency of their work.

### Classroom and Specialist Teachers:

- Explicitly teach all elements of the Aspiri Primary School Bookwork Expectations Policy in alignment with the handwriting requirements contained within the English Policy.
- Model high standards of written presentation in daily classroom practice.
- Reinforce presentation expectations using classroom displays or exemplars (e.g. models for ruling up English and Mathematics books).
- Maintain high expectations for bookwork standards across all learning areas.
- Acknowledge and monitor student effort by initialling, dating, or providing feedback where appropriate.
- Celebrate and display examples of quality student work.
- Communicate presentation expectations and progress to parents as required.
- Integrate word processing and digital publishing as part of students' bookwork where appropriate.

### Allied Professionals:

- Understand and follow the Aspiri Primary School Bookwork Expectations Policy.
- Support students by modelling positive bookwork habits and assisting with routines.
- Encourage and reinforce high presentation standards during all interactions.

### Leadership Team:

- Review student bookwork during learning walks to support consistency and improvement across the school.
- Provide positive recognition and opportunities for students to share exemplary work.

## BOOKWORK EXPECTATIONS

Note: Bookwork standards for each year level should be taught in alignment with the handwriting requirements contained within the English Policy.

Pre-Primary Bookwork Expectations	
<b>All Books</b>	
Pages	Used consecutively, on both sides and completely where appropriate.
Writing Instrument	Sharp lead or coloured pencil, of adequate length.
Date	Teachers may date or stamp student work initially. Over time, students are encouraged and supported to record the date independently using the short date format e.g. 31/10/25.
Title	Written neatly or glued at the top of the page and centred.
Worksheets	Glued in with small amounts of glue with no overhang.
<b>Bookwork will be neat, legible and free from graffiti and other markings.</b>	

Years 1-3 Bookwork Expectations	
<b>All lined books, excluding maths books</b>	
Pages	Used consecutively, on both sides and completely where appropriate.
Writing Instrument	Sharp lead pencil of adequate length. Red coloured pencil used for marking and ruling up. Year 3 students can use red pen for ruling up.
Margin	If student book pages do not already have a margin, a margin is drawn with a ruler in red pen or red pencil on the left side of each page from the top to the bottom line, approximately the width of a standard wooden ruler.
Ruling Up	Top line ruled with red pencil across entire page.
Ruling Off	When work is complete, leave one line and rule off the next line with red pencil.
Date	Written in short format e.g. 31/10/25 on the left-hand side at the beginning/top of each section of work.
Title	<p><u>When starting a new page:</u> Write the title neatly at the top of the page, centred, and within the first set of lines. Draw two red lines in pencil across the page (on the lines) and write the title neatly between them.</p> <p><u>When continuing part way through a page:</u> Leave one line and rule off from previous work if not already ruled off. Write the title neatly and centred on the next available set of lines. Draw two red lines in pencil across the page (on the lines) and write the title between them.</p> <p>Titles should be written clearly using the school's handwriting script. Alternatively, printed or typed titles may be glued in and centred on the page.</p>

Name	Written neatly at the top of worksheets or in the space provided.
Worksheets	Glued in with small amounts of glue with no overhang.
Editing	Editing to be completed neatly using appropriate editing symbols and conventions. Teachers may use their professional judgement to determine when the use of an eraser is appropriate.

### Unlined books e.g. scrapbooks

Pages	Used consecutively, on both sides and completely where appropriate.
Writing Instrument	Sharp lead pencil of adequate length. Red coloured pencil used for marking and ruling up.
Date	Written in short format e.g. 31/10/25 on the left-hand side at the beginning/top of each section of work.
Title	Title is written at the top of the page, centred, and in the school's handwriting script. Titles can be glued in and centred on the page.
Name	Written neatly at the top of worksheets or in the space provided.
Worksheets	Glued in with small amounts of glue with no overhang.
Editing	Editing to be completed neatly using appropriate editing symbols and conventions. Teachers may use their professional judgement to determine when the use of an eraser is appropriate.

### Mathematics Books

Pages	Used consecutively, on both sides and completely where appropriate.
Writing Instrument	Sharp lead pencil of adequate length. Red coloured pencil used for marking and ruling up.
Ruling Up	Top line ruled with red pencil across entire page.
Ruling Off	When work is complete, leave one line and rule off the next line with red pencil.
Ruling Columns	Year 1 & 2 mathematics books are <u>not</u> ruled in two columns. A top line and a title line is sufficient ruling up for these year levels. In year 3 mathematics books, pages are to be ruled into two columns, unless otherwise directed to best support the learning intention. Pages are folded vertically to create two or four columns. Columns should be ruled neatly using a red pencil.
Date	Written in short format e.g. 31/10/25 on the left-hand side at the beginning/top of each section of work.
Title	<u>When starting a new page:</u> Centre the title neatly at the top of the ruled column/page, and within the first set of lines. Draw two red lines in pencil across the column/page (on the lines) and write the title neatly between them. <u>When continuing part way through a page:</u> Leave one line and rule off from previous work if not already ruled off. Write the title neatly in the ruled column, (note: year 1 & 2 do not rule columns) centred on the next available set of lines. Draw two red lines in pencil across the column/page (on the lines) and write the title between them. Titles should be written clearly using the school's handwriting script. Alternatively, printed or typed titles may be glued in and centred in the column, or the page for year 1 & 2 students.

Name	Written neatly at the top of worksheets or in the space provided.
Worksheets	Written neatly at the top of worksheets or in the space provided.
<b>Bookwork will be neat, legible and free from graffiti and other markings.</b>	

**Years 1-3**

**All lined books example**

\*Example only. Different year levels have varying line sizes.

**Year 1 - Year 3 Lined Books**

The diagram illustrates the layout of a lined book page for Year 1-3. It shows two entries, one for Australia and one for New Zealand. Each entry starts with a date in short format (e.g., 6/11/25) and a title centered between two ruled red lines. The main text is written in cursive on blue-lined paper. Annotations include: 'Date in short format' pointing to the date; 'Title centred between two ruled red lines' pointing to the title; 'Ruled line at the top of the page' pointing to the top red line; 'Straight ruled margin' pointing to the left margin; and 'Leave one line before ruling up again' pointing to the space between the end of one entry and the start of the next.

**Date in short format**

**Title centred between two ruled red lines**

**Ruled line at the top of the page**

6/11/25      Australia

Where is it?

Australia is a big country and a continent. It is surrounded by the ocean and has lots of beaches.

**Straight ruled margin**

About 26 million people live in Australia. Most people speak English.

**Leave one line before ruling up again**

7/11/25      New Zealand

Where is it?

New Zealand is a country made up of islands in the South Pacific Ocean, near Australia.

It has two main islands - the North Island and the South Island.

\*Yr 1 and 2 students have lined books. Yr 3 students only have grid books.

## Year 1 – Year 2 Math Books

The diagram shows a page from a Year 1-2 math book with the following annotations and content:

- Date in short format:** 6/11/25
- Title centred between two ruled red lines:** Addition
- Ruled line at the top of the page:** A red line above the title.
- Questions:**
  - $4 + 3 = 7$
  - $6 + 2 = 8$
  - $9 + 1 = 10$
  - $5 + 5 = 10$
  - $6 + 3 = 9$
- Annotations:**
  - One question per line:** An arrow points to the right of the questions.
  - Straight ruled margin:** A red vertical line on the left side.
  - Leave one line before ruling up again:** An arrow points to the space between the addition and shapes sections.

## Year 3 Math Books

The diagram shows a page from a Year 3 math book with the following annotations and content:

- Date in short format:** 6/11/25
- Title centred between two ruled red lines:** Addition
- Ruled line at the top of the page:** A red line above the title.
- Questions:**
  - $23 + 15 = 38$
  - $42 + 26 = 68$
  - $34 + 12 = 46$
  - $55 + 20 = 75$
  - $63 + 14 = 77$
- Annotations:**
  - Page ruled into two columns:** A vertical red line divides the page into two columns.
  - One question per line:** An arrow points to the right of the questions.
  - Leave one line before ruling up again:** An arrow points to the space between the addition and subtraction sections.

The bottom section of the page shows a new section:

- Date in short format:** 7/11/25
- Title centred between two ruled red lines:** Subtraction
- Questions:**
  - $52 - 38 = 14$
  - $63 - 27 = 36$
  - $71 - 46 = 25$

## Years 4–6 Bookwork Expectations

### All lined books, excluding maths books

Pages	Used consecutively, on both sides and completely where appropriate.
Writing Instrument	<p>Sharp lead pencil of adequate length. Red pen used for marking and ruling up.</p> <p>All Year 4 – 6 students begin the year writing in lead pencil. Pen licences are awarded at teacher discretion to students who consistently demonstrate the expected standards of neatness and organisation. Pen licences only apply to lined books, not maths books. Licences may be revoked if these standards are not maintained and are valid for the current school year only. Pen licences are standard Aspiri pen licences (Appendix A).</p> <p>Errors made in pen are crossed out neatly with a single line. Liquid paper or white-out must not be used.</p>
Margin	If student book pages do not already have a margin, a margin is drawn with a ruler in red pen on the left side of each page from the top to the bottom line, approximately the width of a standard wooden ruler.
Ruling Up	Top line ruled in red pen across entire page.
Ruling Off	When work is complete, leave one line and rule off the next line with red pen.
Date	Written in short format e.g. 31/10/25 on the left-hand side at the beginning/top of each section of work.
Title	<p><u>When starting a new page:</u> Write the title neatly at the top of the page, centred, and within the first set of lines. Draw two red lines in pen across the page (on the lines) and write the title neatly between them.</p> <p><u>When continuing part way through a page:</u> Leave one line and rule off from previous work if not already ruled off. Write the title neatly and centred on the next available set of lines. Draw two red lines in pen across the page (on the lines) and write the title between them.</p> <p>Titles should be written clearly using the school's handwriting script. Alternatively, printed or typed titles may be glued in and centred on the page.</p>
Name	Written neatly at the top of worksheets or in the space provided.
Worksheets	Glued in with small amounts of glue with no overhang.
Editing	<p>Editing to be completed neatly using appropriate editing symbols and conventions.</p> <p>Teachers may use their professional judgement to determine when the use of an eraser is appropriate. Liquid paper or white-out must not be used.</p>

### Mathematics Books

Pages	Used consecutively, on both sides and completely where appropriate.
Writing Instrument	Sharp lead pencil of adequate length only. No pen in maths books for working. Red pen used for marking and ruling up. Liquid paper or white-out must not be used.
Ruling Up	Top line ruled in red pen across entire page.
Ruling Off	When work is complete, leave one line and rule off the next line with red pen.

Ruling Columns	Pages are to be ruled into two columns, unless otherwise directed to best support the learning intention. Pages are folded vertically to create two or four columns. Columns should be ruled neatly using a red pen.
Date	Written in short format e.g. 31/10/25 on the left-hand side at the beginning/top of each section of work.
Title	<u>When starting a new page:</u> Write the title neatly at the top of the ruled column, centred, and within the first set of lines. Draw two red lines in pen across the column (on the lines) and write the title neatly between them. <u>When continuing part way through a page:</u> Leave one line and rule off from previous work if not already ruled off. Write the title neatly in the ruled column, centred on the next available set of lines. Draw two red lines in pen across the column (on the lines) and write the title between them. Titles should be written clearly using the school's handwriting script. Alternatively, printed or typed titles may be glued in and centred in the column.
Name	Written neatly at the top of worksheets or in the space provided.
Worksheets	Glued in with small amounts of glue with no overhang.
<b>Bookwork will be neat, legible and free from graffiti and other markings.</b>	

All lined books example

**Year 4 - Year 6 Lined Books**

**Date in short format** → 6/11/25

**Title centred between two ruled red lines** → Australia

**Ruled line at the top of the page** →

**Straight ruled margin** →

**Fun Facts:**

- Capital City - Canberra
- About 26 million people live in Australia
- The official language is English.

**The Flag:**

- The Union Jack (showing ties to the UK)
- A large seven-pointed star (the Commonwealth Star)
- The Southern Cross constellation

6/11/25      Poland

**Subheading** → **Fun Facts:**

- Warsaw (pronounced Var-saw)
- About 38 million people live in Poland.
- Poland is a democratic republic. It has a president and a prime minister.

**Dot points** →

**Location:**

Poland is in Central Europe. It shares borders with Germany, Czech Republic, Slovakia, Ukraine, Belarus, Lithuania, and the Baltic Sea.

Leave one line before ruling up again.

Mathematics book example

**Year 4 - Year 6 Graph Books**

**Date in short format** → 6/11/25

**Title centred between two ruled red lines** → Addition

**Ruled line at the top of the page** →

1.  $12 + 7 = 19$

2.  $15 + 9 = 24$

3.  $18 + 6 = 24$

4.  $21 + 5 = 26$

5.  $25 + 8 = 33$

One question per line

Leave one line before ruling up again

7/11/25      Addition

1. 
$$\begin{array}{r} 36 \\ + 42 \\ \hline 78 \end{array}$$

Page ruled into two columns

2. 
$$\begin{array}{r} 104 \\ + 65 \\ \hline 169 \end{array}$$

Space in between each question

# APPENDIX A - PEN LICENCES

## Pen Licence

This is to certify that

\_\_\_\_\_

has demonstrated the required standard of bookwork and handwriting to hold an official Pen Licence.

Expiry Date: \_\_\_\_\_  
Teacher Signature: \_\_\_\_\_

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Update Date	Version	Changes Made	Endorsed
December 2025	V1	Created	Exec