At Northview State School we have high expectations of bookwork of all of our students, from Prep to Year 7. All students are expected to adhere to our Bookwork and Presentation Guidelines, which are:

- Keep it neat at all times, with no scribbling or graffiti.
- Use every page consecutively and trim worksheets to fit neatly along the margin.
- Write in pencil unless issued with a pen licence.
- Rub out or rule a single line through mistakes.
- Year 6/7’s are issued with a pen licence once bookwork is to a high standard, but liquid paper is not to be used. Correction tape may be used at teachers’ discretion.
- Use a ruler.
- Rule margins in red pen/pencil. Headings should be underlined with red pen/pencil.
- Rule the top and bottom line (except maths book) and include a margin the width of a regular ruler.
- Rule off completed work.
- Include a date in the margin of each new page/new piece of work. Headings should be written immediately underneath ruled off work.
- Complete and label diagrams in pencil.

To achieve this, all teachers explicitly teach to the bookwork and presentation expectations. The classroom teacher provides feedback on bookwork, and the Principal/Deputy regularly checks students’ bookwork to ensure consistency across the school and provide further feedback to students.