At Bartle Frere 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 scrap paper when working out—not in books.
- Use every page consecutively and trim worksheets to fit neatly along the margin.
- Write in pencil. Write headings and rule margins.
- Use a ruler.
- Rub out, circle or rule a single line through mistakes.
- Rule the top and bottom line and a margin the width of a regular ruler.
- Rule off completed work.
- Have a date and heading in the margin of each page.
- Complete and label diagrams in pencil.
- *Year 7’s are issued a pen licence once bookwork is to a high standard, but liquid paper is not to be used.

To achieve this, the teacher explicitly teaches to the bookwork and presentation expectations. The classroom teacher provides feedback on bookwork, and the Principal regularly checks students’ bookwork to ensure consistency across the school. All students have a copy of the school’s Bookwork Policy in their books for referencing.