



BRIGHTON STATE SCHOOL

BOOKWORK GUIDELINES

YEARS 4 – 6

Name: _____

Year Level: _____

Teacher: _____

Guidelines for Writing

- We use a sharp lead pencil for writing.
- All books should have a neatly presented title page.
- Each page is to have a ruled margin. Margin needs to be thickness of a thin ruler.
- Margin is to be ruled using a red biro.
- The short date is written inside the margin. (eg 15/11/21 or 15.11.21)
- All new work needs a title. Title needs to be underlined using a ruler.
- Rule off after each section / day of work using a ruler.
- We use all of the pages in our book. Always start where the last work is finished.
- Sheets need to be glued in neatly or cut to size so that they fit completely inside the page.
- My bookwork is a reflection of my best effort.

I agree to follow the *Brighton Bookwork guidelines*.

Student signature: _____