

Policy No.: TIADPolicy\_Academics\_2021/15

Policy created in October 2019

Policy Reviewed in April 2020

Policy Reviewed again in April 2021

**Important Note:** The school has adopted Distance Learning Programme (DLP) and Blended Learning Programme (BLP) for the Academic Year 2021-22. This policy is designed for a regular school set-up and will also be integrated during the DLP/BLP.

## POLICY ON NOTEBOOK

### 1. Index

1. Should be properly and neatly written in the given format (Sr no./Date/Lesson or Topic/Remarks or marks/Trs sign/Parent's sign)
2. Should be regularly maintained
3. The signatures of Trs and remarks to be filled immediately after corrections.
4. Parent's sign and feedback to be ensured if it is sent home

### 2. Format for starting a new lesson

1. 2 red lines to be drawn on the 1<sup>st</sup> & 3<sup>rd</sup> top lines
2. Date should be mentioned on the left hand inside the margin.
3. Lesson/Topic to be written in the center between the 2 red lines.
4. WALT to be underlined

### 3. Neatness

1. The notebook/workbook should be neatly covered.
2. Name, class, subject should be neatly and legibly written on top of the notebook
3. RED- English, BLUE- Math, Green for Science indicators should be visible on the cover
4. Ensure neat work by taking a round while the students are writing so that you know how they are doing the work and checking them immediately if their work is not up to the mark
5. Diagrams should be first neatly drawn, shown to the teacher and then coloured to avoid untidy work.
6. Avoid use of felt pens for colouring as they leave an indent on the next page.
7. See that the students are using well-sharpened pencils and are not very dark.
8. Encourage students who do the work neatly and give remarks to those whose work is untidy.

### 4. Handwriting

1. Insist on neat handwriting
2. Make sure that Capital letters are being used in the correct places.
3. Check carefully if any student is forming any letter incorrectly-speak to him/her and show them how to write correctly and make them practice it till they have corrected themselves.
4. You can give a page of writing every day for students who can improve his/her homework as remedial work.

### 5. Correcting of notebooks

1. Very thorough and accurate checking is expected from you all with only 25 students in the class.
2. Read each and every word carefully while correcting.
3. The corrections should be so thorough that even commas and full stops should not be ignored

4. Avoid correcting in your classrooms as you cannot concentrate fully and are bound to overlook mistakes.
5. Correct only with red pen
6. Correction Symbols to be used:

**6. Follow up work**

1. After every lesson the students should do corrections/ self-check and peer correction to be visible.
2. The Teacher should not write the correct word but call the student and ask him/her to find the correct answer and after confirming it with the teacher it should be written down in the notebook as CORRECTION WORK
3. The Teacher should also check this correction work and if there are mistakes in this, Re-correction should be done by the students.

**7. Diagrams/Map work**

1. Encourage drawing and diagrams/map work as children learn better with graphics.
2. Ensure that these are relevant and done creatively.
3. They should be neatly done leaving proper place and not cluttered up.

**8. Work sheets/Task sheets**

1. They should have proper headings and written very neatly
2. Paste or attach them to the relevant notebooks or make a separate file to keep them safely and neatly

Signed by:



Date: 01.04.2021

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**Ms. Susan Rubin Varghese**  
**Principal**