NOTEOOK POLICY

Policy Name	Notebook Policy	Policy No.	WPSH_PLC_089
Effective Date	April 2025	Date of Last Review	10th March 2026
Date of Next Review	March 2027	Person in-charge	Head-of-Section

1. Index

- Should be properly and neatly written in the given format (Serial no./Date/Lesson or Topic/Remarks or marks/Teacher's sign/Parent's sign)

- Should be regularly maintained.

- The signatures of Teachers and remarks are to be filled in immediately after corrections.

- Parent's sign and feedback to be ensured if it is sent home

2. Format for starting a new lesson

- Red lines to be drawn on the 1st & 3rd top lines.

- Date should be mentioned on the left hand inside the margin.

- Lesson/Topic to be written in the center between the 2 red lines.

- Learning Objective to be underlined.

3. Neatness

- The notebook/workbook should be neatly covered.

- Name, class, and subject should be neatly and legibly written on the front cover.

- RED- English, BLUE- Math, Green for Science indicators should be visible on the cover

- 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

- Diagrams should be first neatly drawn, shown to the teacher, and then colored to avoid untidy work.

- Avoid the use of felt pens for coloring as they leave an indent on the next page.

- See that the students are using well-sharpened pencils and are not very dark.

- Encourage students who do the work neatly.

4. Written content

- Heading to be written in the centre at the top of the page. It must be written in capitals and underlined using a pencil.

- Sub-heading/s are to be written in the lines below, adjacent to the left-hand margin on the page. This has to be in lowercase (except the first letter) and underlined with a pencil.

- The content under the sub-heading should begin from the next line. If the content is to be written in points it should be numbered and the number should be within the margin. The written content should first contain the objective/s of that day's lesson- displayed by the teacher either on the smartboard or on the whiteboard

- Leave one line before moving on to the next subheading.

- The classwork is to be written in pen/pencil. The Homework, HOTS questions, Research Work, and Cross-Curricular Links must be mentioned as headings.

- Always highlight the following headings in the notebook- HOMEWORK, HOTS, REAL LIFE SITUATION, RESEARCH, CROSS-CURRICULAR LINK, etc.

- Always start the next day's work on a fresh ruled sheet just below the line of the previous day's work.

5. Correction of notebooks

- Very thorough and accurate checking is expected from you all with only 25 students in the class.

- Read every word carefully while correcting.

- The corrections should be so thorough even commas and full stops should not be ignored

- Avoid correcting your classrooms as you cannot concentrate fully and are bound to overlook mistakes.

- Pink and green pens are used for correction.

- Correction Symbols to be used:

6. <u>Follow up work</u>

- After every lesson the students should do corrections/ self-check and peer corrections to be visible.

- 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 notebooks CORRECTION WORK

- The Teacher should also check the corrected work and if there are mistakes in this, Re- correction should be done by the students.

7. <u>Diagrams/Map work</u>

- Encourage drawing and diagram/map work as children learn better with graphics.

- Ensure that these are relevant and done creatively.

- They should be neatly done leaving the proper place and not cluttered up.

8. <u>Worksheets/Task sheets</u>

- They should have proper headings and be written very neatly

- Paste or attach them in the relevant notebooks or make a separate file to keep them safe and neat.

Principal