



MGM/CR/2023-2024/6  
2023

12-06-

Dear teachers,

**Notebook maintenance, correction and homework policy for the year 2023-2024**

A notebook is the most important tool. Notebooks should be kept as neat as possible. And should be organised chronologically.

**Guidelines (primary section)**

1. Date should be written on the top left hand corner of the page.
2. In the centre heading or topic of the day must be written.
3. Headings must be underlined using a pencil and ruler.
4. The content should first contain the objectives of that day's lesson.
5. The objectives and mind map/ concept map of each topic are to be pasted / written /drawn at the beginning of the topic.
6. The class work should be written neatly in pencil. The homework HOTS, cross circular links, writing, reading, listening, grammar and other integrated activities must be clearly mentioned with suitable headings.
7. The class work must be interactive. Pictures, diagrams and other related drawings must be neatly done.
8. Students must not scribble or write other subject's notes.
9. Diagrams and drawings must be drawn at the centre of the page.
10. Diagrams should have descriptions written below, centrally positioned.
11. Labelling of the diagram must be done and all labels must be written on the right hand side of the page in capital letters. Draw lines to link the labels to the diagram in pencil.
12. In maths notebook all rough work should be done in the working column.

**Guidelines for middle and senior school:**

1. The class work should be written in pen. The homework, HOTS questions, research work, cross- curricular links, grammar, writing section and other exercises must be clearly mention with headings.
2. Dates must be written on the top left hand side.
3. Objectives, mind map or concept map must be written at the beginning of the topic.
4. Title must be written at the centre in capitals and underlined using pencil and ruler.
5. If the contents are written in points, it should be numbered.

6. Always highlight the headings. Do not scribble or write other subject's notes.
7. The diagrams must be drawn at the centre with a description written below centrally positioned.
8. Labelling should be done on the right hand side in capital letters using pencil and ruler.
9. In maths notebook all rough work should be done in the working column.

**General instructions:**

1. Index page must be maintained with date, name of chapter, remarks and teacher's signature.
2. Target setting for reading and writing will be stuck for tracking student's progress in those skills.
3. Monitoring and follow up of incomplete work to be done on a regular basis.
4. Index must be signed by the teacher.
5. Encourage mind maps, drawing, labelled diagrams, map work etc as children learn well with graphics.

**Correction policy:**

1. All notebooks and workbooks must be checked and corrected by the teachers the same day itself for grades 1 & 2.
2. All notebooks and workbooks must be checked and corrected by the teachers on alternate days for grade 3 to 5.
3. Teachers must do the correction work meticulously.
4. No signature in the notebook should be without date.
5. Teachers must make sure that the students are maintaining index properly and every chapter should be signed separately by the teacher after the last correction of the chapter with date.
6. All incompleting work should be notified by the teacher and make sure that the students are completing the work in the class itself and should not be a liability for parents. Such cases should be discussed with the HODs and time should be earmarked for completion.
7. Notebooks must be randomly cross verified by HOD's and the report will be directly submitted to the principal. Principal will randomly verify the notebook correction.
8. Read each and every word carefully while correcting.
9. Teachers are not permitted to do correction in classes.
10. A mere tick does not mean that correction has been done.
11. If a tick is placed on a page or after an assignment, it is indicative that the work has been read and found to be correct in all aspects.
12. Remarks should be positive, diagnostic and encouraging. No negative remarks to be written.
13. All teachers, especially language teachers should follow uniform code of correction the symbols of which are added in the end.

**Homework policy:**

1. No homework to be given for students of classes 1&2.
2. Not more than 30% of the content taught in the class during the days of h/w schedule can be given as h/w.
3. All work books must be done by students in the class itself under the guidance of teachers.
4. Workbook contents cannot be given as h/w except for puzzles and pictorial assignments.
5. Homework should be checked at regular intervals and before the h/w of next topic given.
6. Mathematics is the only subject which will have the liberty of giving h/w on all days of the week.
7. H/W schedule for classes 3 to 10:
  - 3 – Maths + 1 subject a day
  - 4 – Maths +2 subjects a day
  - 5 – Maths + 3 subjects a day
  - 6 – Maths + 4 subjects a day
  - 7 - Maths + 4 subjects a day
  - 8, 9, &10 – conditions do not apply.
 Class teachers must sit together to frame the h/w schedule and must be written on the side of Board.
8. Ensure that subjects for h/w as per the schedule is sent to home.
9. Teachers must note in the almanac the h/w details.
10. Parents are expected to sign the h/w record in the almanac.

**Correction code:**

<b>Term.</b>	<b>Correction code</b>
Grammar.	Gr
Wrong word.	WW
Spelling error	Sp
Punctuation.	P
Something missing.	^
Don't understand.	?
Can't read.	?
Wrong tense.	Wt

**Instructions for h/w:**

1. Activities or assignments that students can complete independently.
2. Carefully constructed so as to finish within a reasonable time with minimal adult help.
3. Connected to grade level and curriculum
4. Engaging, purposeful and relevant
5. Reinforcement tasks associated with content.

Warm regards,

Mrs. Preethy Chand

Principal