



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# NOTEBOOK MAINTENANCE POLICY

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Approved by: Ms. Asma Gilani, Principal & CEO



## **INSTRUCTIONS FOR NOTEBOOK MAINTENANCE- PRIMARY SCHOOL**

A notebook is arguably the most important tool – it is used on a daily basis to provide an account of the events that unfolded on that day. A notebook should be kept as neat as possible, be organized chronologically, and should be kept carefully as a study tool and as a record.

### **Guidelines to follow:**

- Classwork and Homework should have the date on the top left-hand corner of the page.
- On the same line as the date, in the center the heading (topic) of the day must be written. It must be written in Capitals and underlined using a pencil. Use of a ruler is a must.
- Sub-heading/s 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 white-board.
- Leave one line before moving onto the next subheading.
- The objectives and Mind-map of each topic are to be pasted/written/drawn on the first two pages at the beginning of the topic/day.
- At the end of the day's classwork or homework, draw a line (pencil and ruler required here) at the bottom to indicate the same.
- The classwork is to be written in pen/pencil. The Homework, HOTS questions, Research Work and Cross-Curricular Links must be clearly mentioned as headings.
- Always highlight the following headings in the notebook- HOMEWORK, HOTS, QUESTIONS, REAL LIFE SITUATION, RESEARCH, CROSS-CURRICULAR LINK etc.
- Always start the next day's work on a fresh ruled sheet on just below the line of the previous day's work.
- Do not scribble, write other subjects/notes/draw drawings at the back of the notebook.
- The notebook should be covered in brown paper and the label pasted at the centre of the note book.
- If you have made an error while writing, please strike it off with a pencil. Do not smudge white ink on it.
- If the book has a Blank sheet( such as the Science notebooks):
  - DO NOT WRITE IN INK ON THIS PAGE. Only pencil to be used for work here. Neat diagrams are a must.
  - The blank page if used needs to have a margin on the left hand side (drawn with the help of a ruler).
  - The diagram needs to be drawn at the center of the page.
  - The diagram should always be accompanied by a description- written below, centrally positioned.
  - All labels related to the diagram must be written on the right-hand side of the page and in uppercase. Draw lines (with the help of a ruler) to link the labels to the diagram. Labelling should always be in pencil.
  - If the topic requires pictures, other illustrations or graphs, please use this page to do so. But follow the same rules as in case of the diagrams.
- If the book is a Mathematics note book:
  - All working should be done in the working column
  - Draw a line with a pencil and use a ruler under each sum
  - All mathematical diagrams/graphs/constructions must be drawn using a pencil. The use ruler to draw any lines is a must.

## **INSTRUCTIONS FOR NOTEBOOK MAINTENANCE- MIDDLE AND SENIOR SCHOOL**

A notebook is arguably the most important tool – it is used on a daily basis to provide an account of the events that unfolded on that day. A notebook should be kept as neat as possible, be organized chronologically, and should be kept carefully as a study tool and as a record.

### **Guidelines to follow:**

- The classwork is to be written in pen (ballpoint or gel-ink). The Homework, HOTS questions, Research Work and Cross-Curricular Links must be clearly mentioned as headings
- The objectives and Mind-map of each topic are to be pasted/written/drawn on the first two pages at the beginning of the topic/day.
- Classwork and Homework should have the date on the top left-hand corner of the page.
- On the same line as the date, in the center the heading (topic) of the day must be written. It must be written in Capitals and underlined using a pencil. Use of a ruler is a must.
- Sub-heading/s 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 white-board.
- Leave one line before moving onto the next subheading.
- At the end of the day's classwork or homework, draw a line (pencil and ruler required here) at the bottom to indicate the same.
- Always start the next day's work on a fresh ruled sheet on just below the line of the previous day's work.
- Always highlight the following headings in the notebook- HOMEWORK, HOTS
- QUESTIONS, REAL LIFE SITUATION, RESEARCH, CROSS-CURRICULAR LINK etc.
- Do not scribble, write other subjects/notes/draw drawings at the back of the notebook.
- The notebook should be covered in brown paper and the label pasted at the centre of the note book.
- If you have made an error while writing, please strike it off with a pencil. Do not smudge white ink on it.
- If the book has a Blank sheet( such as the Science notebooks):
  - DO NOT WRITE IN INK ON THIS PAGE. Only pencil to be used for work here. Neat diagrams are a must.
  - The blank page if used needs to have a margin on the left hand side (drawn with the help of a ruler).
  - The diagram needs to be drawn at the center of the page.
  - The diagram should always be accompanied by a description- written below, centrally positioned.
  - All labels related to the diagram must be written on the right-hand side of the page and in uppercase. Draw lines (with the help of a ruler) to link the labels to the diagram. Labelling should always be in pencil.
  - If the topic requires pictures, other illustrations or graphs, please use this page to do so. But follow the same rules as in case of the diagrams.
- If the book is a Mathematics note book:
  - All working should be done in the working column
  - Draw a line with a pencil and use a ruler under each sum
  - All mathematical diagrams/graphs/constructions must be drawn using a pencil. The use ruler to draw any lines is a must.

## ENGLISH

### **All Notebooks will follow the following criteria:**

- Index page will be maintained with date, name of chapter, remarks, and teacher's signature.
- Note book rules, generic rubrics, rubrics for reading and writing will be stuck in the note book.
- Target setting for reading will be stuck for tracking students' progress in reading.
- Target setting for writing will be stuck to inform students about their areas for improvement.
- Formative and Specific diagnostic remarks to be given in success criteria to inform learning and help the students to improve.
- AFL to be done after each topic and to be graded as per the generic rubric
- Practice Worksheet for LA / Extension worksheet for MA/ Wizard Challenge for HA will be stuck in the notebook.
- Frequency of correction- Note books will be checked every fortnight. Teacher's initials and date should be visible.
- Correction code as shown below will be followed by the teacher while checking the note books.

Term	Correction Code
grammar	gr
wrong word	ww
spelling	sp
punctuation	P
something missing	^
don't understand/can't read	?
• wrong tense	• wt

- Students will also be encouraged to follow the correction codes during peer checking and self-checking.
  - Monitoring and follow up of incomplete work to be done on a regular basis.
  - Differentiated work by students will be visible in the notebook.
  - The notebooks will assessed twice a year. ( 5 marks each term)

### **MATHEMATICS-Primary**

- The notebook to be neatly covered, labelled and maintained. Marks allotted for neatness, timely submission, completion of homework and corrections
- Index to be properly and neatly written.
- Notebook rules, generic rubric should be stuck in the notebook.
- Success criteria to be stuck after every concept.
- Differentiation should be visible in the notebook by  
LA practice worksheet with challenge /target setting  
MA extension worksheet with challenge/ target setting  
HA wizard challenge with challenge/ target setting.
- Date and CW (green) RW (red) to be mentioned on the left hand side of the margin.
- Diagnostic remarks to inform learning and targets to be set and strategies to achieve the same to be mentioned.
- Notebooks to be checked regularly.

### **ENVIRONMENTAL STUDIES / SOCIAL STUDIES-Primary**

- Except for Grade 4, all the other grades will have a common notebook (interleaf notebook) for EVS and Social studies.
- Notebook rules on the first page and generic rubric on the last page to be pasted in the notebook.
- On the same line as the date, in the centre the heading (topic) of the day must be written. It must be written in capitals and underlined using a pencil. Use of a ruler is a must.
- Sub-headings to be written in the lines below and underlined with a pencil.
- Leave one line before moving onto the next subheading.
- Date and CW in green / RW in red to be mentioned on the left hand side of the margin.
- The objectives and mind-map of each topic are to be pasted/written/drawn on the first two pages at the beginning of each topic/day.
- Students to be encouraged to draw instead of pasting pictures.
- Differentiated questions/Challenging questions / Target questions/Research/  
Cross curricular links should be done after every topic and highlighted in the notebooks.
- Success criteria to be stuck after every concept.
- AFL, Practice sheet, Wizard challenge will follow success criteria.
- Correction to be done within a week of completing the notes.
- Diagnostic remarks to inform learning and targets to be set and strategies to achieve the same to be mentioned
  
- Index to be signed by the teacher.
- 5 marks allotted for neatness, timely submission, completion of homework and corrections.