



TMSGRN/CIRC/24-25/04

11th April' 2024

Homework and Notebook work Guidelines **(Grades III to IX)**

Dear Parent

Greetings from The Millennium School, Greater Noida (W)!

The new academic session commenced with enthusiasm and anticipation! As we embark on this journey of learning and discovery together, we want to ensure that you are equipped with the best tools and guidelines to make this year a resounding success.

In preparation for the session ahead, we are sharing important guidelines regarding notebook work and homework policies. These guidelines are designed to help you stay organized, engaged, and motivated throughout the year.

Homework Policy

Homework plays a crucial role in reinforcing classroom learning and fostering independent study habits. It helps students practice and apply concepts, enhancing comprehension and academic performance. The following are important guidelines for the same:

- Few meaningful activities, competency based questions will be shared with students.
- Students are expected to follow teacher's instructions to complete the homework.
- Notebooks to be submitted within given time for checking and feedback.
- Few questions of Mathematics will be sent on daily basis, for other subjects homework will be shared once/twice a week as per requirement.
- Homework is designed for 1-2 hrs. a day for recapitulation of concepts and may include written work, Pre-watch videos, Pre-read sheets, creating some concept related models etc.
- Observation Book will be used for recapitulation and assessment.

Notebook work Guidelines

Notebooks are essential tools for students to organize and retain course material. We follow a stringent notebook checking code and work guidelines. It is crucial that the students diligently follow these guidelines and complete the assigned tasks within the stipulated time frames during online sessions. Students must-

- Write date of work done in the left most corner in the header and CW/HW in the right most corner of the page for every new work. Similarly mention in the Observation Book.
- Write name of the Chapter in the top margin and underline using scale and pencil using double line.
- Write topic with serial number in the first line and underline using scale and pencil using double line.
- Fill the index using the same serial number and date.
- Draw a long line with pencil after each question-answer.
- Draw a short line with pencil after completion of the work

- For Grades VI-IX write questions with black pen and answers with blue pen.
- Draw all figures/ diagrams with pencil and label properly using scale. Use sharpened pencil wherever applicable.

Please refer to the following documents attached-

- **Annexure 1-** Notebook checking code- used by teachers while checking the notebooks.
- **Annexure 2-** Notebook parameters for students

We appreciate your support in reinforcing these guidelines at home and encourage you to reach out if you have any questions or need further information.

Looking forward to a rewarding and successful academic year ahead!


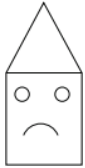
Best regards



Dr Himani Tyagi
Principal

CODE FOR REVIEW OF STUDENT WORK

| S.No. | Discrepancy noted in student work | Code to be used |
|-------|-----------------------------------|---|
| 1. | Content | ct underline and write 'ct', suggest alternate answer. |
| 2. | Incorrect spelling | Sp underline the word and write 'sp' (Spelling) |
| 3. | Grammatical mistakes | Gm underline the mistake and write 'gm' (Spelling), provide correct word or punctuation. |
| 4. | Incorrect usage of word | Rp Circle the word and write 'Rp' (Rephrase) |
| 5. | Incorrect sentence structure | Rf Underline the statement and write 'Rf' (Reframe) |
| 6. | Value points missing; add | Vp • • • Add value points in case of L.O.Ws/ as per your judgement |
| 7. | Word Limit Exceeded | WLE |
| 8. | No Paragraph Break | ?PB Indicate using the symbol ?PB before the word where the new paragraph needs to be placed |
| 9. | Header missing | ?H |
| 10. | Diagrams | Underline the areas where diagrams are not correct Areas not labelled to be marked with double line <u><u> </u></u> |
| 11. | Map Work | Underline the wrong markings and mark with I/C |
| 12. | Formation of numbers | Correct formation of numbers to be given |

| | | |
|-----|----------------------------------|--|
| 13. | Steps Missing | <p>St</p> <ul style="list-style-type: none"> • • • <p>Add steps in case of L.O.Ws/as per your judgement</p> |
| 14. | Calculation mistake | <u>Cal</u> - underline the mistake and write 'Cal' |
| 15. | Incomplete work | I/C |
| 16. | Incorrect Formula/Format/Symbols | I/F or I/S Underline the incorrect and write I/F or I/S and give the correct one. |
| 17. | Redo | R/D- For any work to be done again due to any points above, mark as per the reason and write R/D. |
| 18. | Neat Handwriting |  |
| 19. | Bad handwriting |  |
| 20. | Any other | A brief note |

*Note: Notebook Review must conclude with personalized feedback



NOTEBOOK CHECKING PARAMETERS-2017

| CRITERIA | 4 Marks | 3 Marks | 2 Marks | 1 Mark |
|--|---|---|---|---|
| Notebook Maintenance and presentation (4 Marks) | (7-8 parameters present) | (5-6 parameters present) | (3-4 parameters missing) | (less than 3 parameters identified) |
| | Always covered during submission | Always covered during submission | Always covered during submission | Always covered during submission |
| | Name, section, class, subject mentioned on the notebook | Name, section, class, subject mentioned on the notebook | Name, section, class, subject mentioned on the notebook | Name, section, class, subject mentioned on the notebook |
| | No scribbling/Rough/No other subject Work | No scribbling/Rough/No other subject Work | No scribbling/Rough/No other subject Work | No scribbling/Rough/No other subject Work |
| | Legible handwriting | Legible handwriting | Legible handwriting | Legible handwriting |
| | No blank pages | No blank pages | No blank pages | No blank pages |
| | No torn pages | No torn pages | No torn pages | No torn pages |
| | No dog-ear/ no lose page | No dog-ear/ no lose page | No dog-ear/ no lose page | No dog-ear/ no lose page |
| | <ul style="list-style-type: none"> Use of scale and sharpened pencil (science and math) Organized, coherent work (other subjects) | <ul style="list-style-type: none"> Use of scale and sharpened pencil (science and math) Organized, coherent work (other subjects) | <ul style="list-style-type: none"> Use of scale and sharpened pencil (science and math) Organized, coherent work (other subjects) | <ul style="list-style-type: none"> Use of scale and sharpened pencil (science and math) Organized, coherent work (other subjects) |
| Completion (4 Marks) | Work is complete (100%) | Work more than 75% complete | Work is 50 - 75% complete. | Work is incomplete; less than 50% |
| | CW/HW always written | CW/HW always written | CW/HW occasionally written | CW/HW mostly not written |
| | Date always written | Date always written | Date occasionally written. | Date mostly not mentioned |
| | Index properly written with date, serial no. topic etc. | Index properly written with date, serial no. topic etc. | Index properly written with date, serial no; topic etc. with only a few topics missing | Index improperly written with many topics missing |
| | Own/original work - always | Mostly own/original work 75% and more. | Mostly own/original work (> 50% but <75%) | Mostly Copied work |
| | Correction work always done. | Correction work always done; 75% and more. | Correction work sometimes done 50% - 75%. | Correction work not done. |
| | All worksheets attached, completed | Most of the worksheets (>70%) attached, completed | Few worksheets attached. (>50%; <70%), completed | Many worksheets not attached. (<50%) and incomplete work. |
| Submission (2 Marks) | — | — | Always submits on time with almost no reminder. | Misses deadline and submits with a lot of follow ups from the teacher |