



مدرسة أيليت الإنجليزية ش.ذ.م.م  
Elite English School L.L.C

# Notebook Maintenance Policy

**Governing Authorities:**

Knowledge and Human Development Authority (KHDA)  
Ministry of Education (MOE), United Arab Emirates

**Review Cycle:** Yearly

**Last Review:** February 2026

**Next Review:** February 2027

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With the goal to establish a sound learning environment, we acknowledge the value of providing constructive feedback on students' notebooks. Corrections will be carried out swiftly to ensure clarity and understanding. Students are urged to review remarks and make the necessary modifications. Each notebook will be evaluated in its entirety based on its accuracy, completeness, and presentation. Corrections by the students should be made promptly, ideally within one week of receiving comments. We believe that this method not only promotes learning, but also fosters accountability and growth. Adherence to this guideline is critical for upholding high standards and supporting each student's academic progress.

## **GUIDELINES TO BE FOLLOWED FOR ALL THE SUBJECTS:**

***(ONLY BLUE OR ROYAL BLUE BALLPOINT PENS OR FOUNTAIN PENS/INK PENS SHOULD BE USED)***

- All notebooks MUST start with the INDEX PAGE. Index should include date, name of chapter, remarks and teacher's signature;
- Date should be written on the top left hand corner of the page;
- On the same line as the date, in the center the heading or topic of the day must be written in CAPITAL letters and underlined using a pencil. Use of a scale or a ruler to draw line/s is a MUST;
- The LOs (shared by the teacher on the whiteboard or on the teaching resource used) should be written starting from the left hand margin.
- All sub headings should be written adjacent to the left hand margin on the page. This should be in lower case, except the first letter and should be underlined with a pencil.
- Content under the sub heading should begin from the next line. If the content has to be written in points then the points should be numbered and the numbers should be written within the margin.
- One line should be left between the content of one sub heading and the start of the next;
- The Mind map should be created by the students for every concept/lesson. They should be

pasted/drawn/written on the first two pages at the beginning of the concept/lesson;

- At the end of the day's classwork/homework, a line should be drawn after the last writing;
- Always start the next day's work on a fresh new page (ideally) or from just below the line of the previous day's work;
- Homework/HOTS question/Research work/Asset question/ Cross curricular link/Real life application/UAE link/any other, should be highlighted;
- Adhere to the subject at all times. Do NOT scribble or write other subjects/notes/drawings at the back of the notebook;
- The end of topic/concept/lesson class test should be attempted at the back of the subject notebook;
- Every notebook should be properly covered with brown paper and the label bearing the school name should be pasted at the center of the notebook;
- In case an error is made in writing then it should be struck off by drawing one straight line using a pencil and scale. Do not smudge it with white ink;

#### **NOTEBOOKS WITH THE BLANK LEFT PAGE (EX. SCIENCE)**

- DO NOT WRITE IN INK ON THE BLANK PAGE. Only pencil should be used;
- Draw a margin using the scale on the left hand side of the page;
- The diagrams should be drawn ONLY using a pencil;
- All labels related to the diagram MUST be written on the right hand side of the blank page. Draw a line using a ruler

to link the labels to the diagram. Labelling should be done using a pencil;

- In case any topic requires the use of pictures/other illustrations/graphs/drawings/any other, the blank page should be used. The rule for labelling remains the same;

### MATHEMATICS NOTEBOOK

- A line should be drawn using a pencil at the right hand side of the page creating a margin. All the calculations should be done here;
- At the end of each sum draw a line using a pencil and a scale;
- All graphs/mathematical diagrams MUST be done using a pencil (ONLY). The use of a scale when drawing a line is a MUST;

### ENGLISH NOTEBOOK

- Generic rubrics for LSRW should be stuck on the notebook;
- AFL should be done after every conceptual topic, graded as per the rubric and diagnostic remarks should be given;
- Each lesson notes should begin with the vocabulary;
- VIPERS should be clearly highlighted (wherever applicable);
- Notebook should have pages clearly demarcated for Grammar work (preferably divide the notebook into two halves - first half for Literature, Comprehension, Critical thinking questions & second half for Grammar)

- Every new lesson should begin with a Proverb/idiom and its explanation/usage
- Correction code given below should be followed by the teachers:

| <b>Term</b>                  | <b>Correction Code</b> |
|------------------------------|------------------------|
| Grammar                      | gr                     |
| Wrong word                   | ww                     |
| Spelling                     | sp                     |
| Punctuation                  | P                      |
| Something missing            | ^                      |
| Cannot be read/lacks clarity | ?                      |
| Wrong tense                  | *wt                    |

**\*\*** In case sub heading/s are to be highlighted the following highlighter colours may be used so that it leaves no indent on