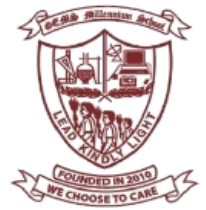


MARKING OF NOTEBOOKS (KINDERGARTEN)



GEMS MILLENNIUM SCHOOL, SHARJAH

REVIEWED IN FEBRUARY 2018, MARCH 2019, NOVEMBER 2019

INSTRUCTIONS FOR TEACHERS (KINDERGARTEN)

Marking of Notebooks: Policy and guidelines for all staff to assist them in the effective correction of children's work.

Purpose

1. To use the marking as a means of communication between teacher, student and parent.
2. To monitor how the student is coping with present work, which will help inform future planning.
3. To inform parents of the progress, expectations and targets of their child.
4. To provide encouragement and praise for students.

1. Neatness

- a) The notebook/workbook should be neatly covered.
- b) Name, class, subject should be neatly and legibly written on top of the notebook.
- c) Encourage children to present neat work.

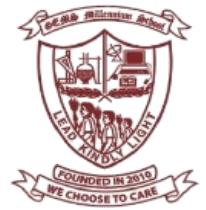
2. Formation and Handwriting

- a) Check carefully if any student is forming any letter incorrectly-speak to him/her, demonstrate to them correctly (encourage proper pencil grip and formation)
- b) Regardless of whether or not a child has a learning disability, he/she should be instructed on how to form letters & numbers correctly to prevent reversals.
- c) See that students are using well-sharpened pencils and are not very dark.

3. Marking of note books

- a) Very thorough and accurate checking is expected from all teachers.
- b) Check each and every letter and number carefully while correcting.
- c) Demonstrate proper letter/number formations to demonstrate the formation with arrows to indicate the direction of movement .

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- d) Incomplete work must be completed by the students and must be checked again.
- e) Marking should correct inaccuracies, in formation, spelling, capitals.
- f) Evidence of teacher sighting (diagnostic comments /initials/ sticker/ stamp etc.)
- g) Feedback should align with curriculum intent.
- h) All correction work must be up to date. Correction must be completed with 48 hours.
- i) A mere tick does not mean that correction has been done.
- j) If a tick is placed on a page or after an assignment it is indicative that the matter has been read and found to be correct in all aspects.
- k) All work is to be dated and must bear the teacher's signature and date of correction.
- l) Remarks should be positive, diagnostic and encouraging. No negative remarks to be made. Remarks should be written on all 'I can' pages and where relevant.
- m) All teachers should follow a uniform code of marking –underline the incorrect work. No crosses to be used.
- n) Do not over write. If an answer is incorrect and you wish to provide the right answer, please indicate it in the margin or above the work
- o) Books will be called in for the inspection by the Principal/ Headmistress / Supervisor.
- p) Note books to be brought to the Supervisor when teachers feel that work is exceptional or when the student is unable to cope.
- q) Parents must be duly informed and when necessary, follow up action should be taken.
- r) If a student has missed out on large amount of written work due to long absence, phase out the written work over a period of time.

4. Guidelines to be given to students:

1. Ensure that all written work has a date in the margin (if a child is not able to write, the teacher needs to write or assist the child).
2. Over writing in the notebooks should be discouraged.

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3. All notebooks must be neatly covered with DC fix and have a label affixed bearing the child's name/ grade, section and the subject.
4. No doodling or scribbling with pencil /crayons is permitted anywhere in the notebooks.
5. Take pride in their presentation of work and in the maintenance of their books.