

HOMWORK POLICY, NOTEBOOK CORRECTION, WASTE DISPOSAL and DISPERSAL POLICY OF SCHOOL

HOMWORK POLICY

- Not more than 30 % of the content taught in the class during the days in the Home work schedule for the class can be given as homework.
- All workbook content should be done by students in classroom itself. Workbook writing content cannot be given as home work. Crossword puzzles or pictorial assignments in the workbook can be given as home work but in the above proportion only.
- **No home work to be given for students of classes I and II mandatorily.**
- Home works should be checked at regular interval and before the homework of next topic is given mandatorily.
- Mathematics is the only subject which will have the liberty of giving HW on the days of period amounting to 30 %.
- A weekly test of objective nature (Google form) will be sent to students on their email for consisting of every subject so that students can test their understanding level of the topic and application level of the topic.

NOTEBOOK CORRECTION POLICY

- All notebooks and work books should be compulsorily checked by mother teachers on alternate days. Teachers from class III to V should be checking it in a cycle of 6 days and class VI onwards after completion of every chapter. Corrections should be optimized and should be exactly according to the laid policy.
- All notebooks should be marked out of 5 marks (classes VI onwards) and graded A to E (for classes I to V) after every correction cycle near your signature.
- No signature in the notebook should be without date.
- Teacher should 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.
- All NOT COMPLETED observation of the teacher in the notebook should have mention in the teachers journal. Secondly if not completed is often noticed in case of a teacher will affect the appraisal of the teacher in long run. All incomplete work should be completed by students in

class itself and should not be a liability for parents. Such cases should be discussed with coordinator and time should be earmarked for completion in real time.

- Notebooks will be randomly cross verified by coordinator or concerned in charge and the report will be directly submitted to Principal. Principal will also follow the process of cross verification time to time.

WASTE DISPOSAL RULES

- Each floor will have three bins 2 BLUE and 1 GREEN
- Green is to be used for food waste only. Which will be later taken to composting yard?
- All other recyclable waste will be put in blue bin. Discipline monitor of the class in the last period will empty the class dustbin to the blue dustbin as part of their commitment to dignity of labor.
- It will be mandatory for the class teacher to train their students to pick the wrappers where ever they see it and put it to the blue dustbin nearby.
- Pencil sharpening should be done on the class dustbin so the left over falls in the dustbin and not on floor.
- All female members above the age of 10 should be guided to use the bins with lid in their washroom to discard sanitary pad after use wrapped in the paper bags kept in the washrooms.
- No one should through wrappers, gums, paper and other things of this nature in the commode or urinals which can choke the drainage pipes. All students should be time and again reminded about the same.
- Tiffin time should be supervised by class teachers and Nurse so that students do not waste their food which they carry from home. Secondly canteen should also be supervised for controlling wastage of food.
- Water wastage will be an offence and strict action will be taken against anyone in the system that does this offence.

ARRIVAL AND DISPERSAL POLICY

ARRIVAL

- All bus while arrival will drop at the main reception for PIS and PJK.
- All parents dropping their ward should drop at the right side gate at the main gate. All dropping should happen before 8.00 hrs positively.

- Any delayed dropping will have to be reported to reception by the parent and need to update the reason for delay.

DISPERSAL

- All transport dispersals of route 1,2,3 will happen from entrance 1 and all dispersal of route 4,5,6 will happen from entrance 2.
- All students going with parents will be dropped by in charge teachers at the right hand side gate of main gate after getting signature in the dispersal register compulsorily.
- School gate will be closed for entry of outsiders 15 minutes before all dispersals and will remain closed for 15 minutes after all dispersals. All parents who want to take their child early should be in the reception during dispersal so that they are not stranded out.