



LBVM  
विद्यया विना शैक्षणिक

# Lions Bal Vidya Mandir, Pilibhit

(An English Medium Co-educational Senior Secondary School, Affiliated to CBSE, New Delhi)

**No: LBVM/Circular/2024-25/23**

**CIRCULAR**

**DATE 06.10.2024**

In regards to the requirement of notebooks for homework and classwork, Parental involvement, upkeeping of notebook- copy correction, Availability of chapter wise notes, and Learning Methods: Student Responsibilities

Dear Parents/Guardians,

Greetings!

In reference to the subject cited above, parents and students are requested to kindly note the following.

## **Requirement of Notebook:**

It is mandatory for all students to maintain two sets of notebooks per subject or one notebook per subject plus one fair notebook **effective from 08.10.2024**. This decision is necessary as many students have been found not following the instructions despite repeated reminders and verbal declarations.

### **1. Each notebook should be**

- a) **Well-covered**
- b) **Properly labeled with the student's name, Session, Class and Section, and the respective subject Name.**
- c) **Must have Index (sample Annexed below):** Maintain an index at the front of the notebook for quick reference to chapters and topics.
- d) **Must have Page no:** Number each page to keep your notes in order.
- e) **Must have Page number certification Slip (SAMPLE Annexed below)-** Count every page in your notebook from the first to the last page. Ensure you include both sides of the pages (front and back) in your count. Write the page number on the top or bottom corner of each page, ensuring that every page is numbered consecutively. certify the total number of pages on the given format and paste in the beginning.

### **2. Usage Guidelines:**

#### **a. Notebook Usage:** Each notebook will be divided into two halves:

- The first half will be used for Homework (HW).
- The second half will be used for Classwork (CW).

#### **b. Rotation System:** Students are required to bring one notebook to class while the other is kept at home.

#### **Alternative Option:**

- If a student uses only one notebook per subject, they must also maintain a thick rough notebook where all classwork (CW) is noted with dates and topics discussed.
- After receiving their corrected subject notebook from the teacher, students must transcribe the notes from the rough notebook into the fair notebook and submit it for further correction.

**3. Correction and Submission:** Homework (HW) should be done in the same notebook used for Classwork (CW). Once completed, this notebook must be submitted to the subject teacher for correction. During this time, students should bring the 2<sup>nd</sup> subject notebook/the rough note book to class for ongoing classwork and future homework. Accordingly, the Notebooks will be collected periodically for correction on a rotation basis.

**This system aims to encourage organization and ensure that homework and classwork are effectively managed. We kindly request all students to adhere strictly to these guidelines.**

**In addition to the above, to support your child's academic progress effectively, Parents are requested to please follow these guidelines:**

**Parental involvement:**

**A. Review Notebooks Regularly:** Please check your child's notebook frequently to ensure they have organized chapter-wise notes. Ensure your child's notebook includes topic-wise notes, have answered all questions given in the book, and the notebooks are corrected. This helps reinforce their understanding of subjects.

**B. Monitor Daily Classwork: The school will start sharing the Monitor's Diary from 20<sup>th</sup> Oct onwards on the WhatsApp group.** Parents are requested to Utilize the diary that will be shared via WhatsApp from 20<sup>th</sup> Oct onwards by the school to keep you updated on daily classwork details. Ensure your child notes down each day's work with the respective date. In the mean Time parents may stay connected with the subject teacher to get updates on the topic taught.

**C. Engage with Subject Teachers:** Foster active learning by communicating with your child's subject teachers. Your involvement is crucial in achieving their learning goals.

**Your collaboration with teachers enhances the teaching-learning process and contributes significantly to your child's academic success. Yours understanding and cooperation in this matter is highly appreciated.**

**Upkeeping of notebook- copy correction, availability of chapter wise notes**

**1. Note book Correction and availability of C.W and H.W:**

Students must ensure that if they are using 2 numbers of subject Notebook /Or 1 number of subject Notebook as per instruction, in both of the cases their date wise Class Works and Home works are available and are properly checked by the teachers. **Students should regularly seek feedback on their work to enhance understanding. After receiving corrected work from the teacher, students should review the feedback and make necessary corrections promptly.**

**2. Availability of Chapter-wise Notes:**

Students must ensure that each subject has comprehensive chapter-wise and Topic wise notes available in their fair notebooks. We encourage the use of diagrams, charts, and illustrations in chapter notes.

