



RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS,

SHARJAH

NOTEBOOK FEEDBACK AND PURPLE PEN POLICY

1. Purpose

The purpose of this policy is to ensure that student notebooks are regularly monitored and constructive feedback is provided to support learning and academic progress. The policy also establishes the use of the Purple Pen of Progress, which enables students to reflect on feedback and actively improve their work.

2. Scope

This policy applies to all students and teachers across all subjects and grade levels. It governs the maintenance, review, correction, and improvement of student notebook work.

3. Objectives

The objectives of this policy are to:

- Promote consistent monitoring of student work.
- Provide clear and constructive feedback to guide improvement.
- Encourage student reflection and self-correction.
- Maintain high standards of presentation and organization in notebooks.
- Support continuous academic progress.

4. Student Responsibilities

Students are expected to:

- Maintain notebooks that are neat, organized, and up to date.
- Write clearly with proper headings, dates, and classwork/homework labels.
- Review teacher feedback carefully.
- Use a purple pen to respond to feedback, make corrections, and improve their work.
- Complete all assigned corrections promptly.

5. Teacher Responsibilities

Teachers are responsible for:

- Regularly checking and reviewing student notebooks.

- Providing clear and constructive written feedback.
- Correcting errors related to content, spelling, grammar, and presentation.
- Guiding students on how to improve their work.
- Ensuring that students respond to feedback using the purple pen.

6. Purple Pen of Progress

The Purple Pen of Progress is used to promote student engagement with feedback.

- Students must use a purple pen to correct mistakes after teacher feedback.
- Improvements, additional answers, and reflections should be written in purple ink.
- The purple pen helps teachers and students clearly identify progress and corrections made after feedback.
- Students must not use purple pen for regular classwork; it is reserved only for corrections and improvements.

7. Frequency of Notebook Checking

Teachers should review notebooks regularly to ensure effective monitoring of student work.

Recommended guidelines:

- Core subjects: weekly or bi-weekly checking
- Other subjects: periodic checking according to subject requirements

8. Quality of Presentation

Students must ensure:

- Proper date and topic headings for each lesson.
- Neat handwriting and clear organization of work.
- Completion of all classwork and homework.
- Corrections made after feedback are clearly written using the purple pen.

9. Monitoring and Review

School leadership, subject coordinators, or academic supervisors may conduct periodic notebook scrutiny to ensure:

- Teachers are providing effective feedback.
- Students are responding appropriately using the purple pen system.

- Notebooks reflect consistent learning progress.

10. Parental Involvement

Parents may be encouraged to review their child's notebooks periodically to monitor progress and ensure that corrections and improvements have been completed.

11. Policy Review

This policy will be reviewed periodically to ensure that feedback practices remain effective and aligned with the school's academic standards.