



## Pakistan Higher Secondary School, Ras Al Khaimah

Date: 7<sup>th</sup> Jan, 2026.

### Notebook Checking Schedule

Respected Teachers,

This is to notify you that according to the directions of the Worthy Principal, all teachers will keep their notebooks in school so that notebook checking can be done.

Notebook checking will be done according to the timetable.

Subject teachers will arrange all the notebooks in their respective classes.

Kindly ensure the following important points are strictly followed during notebook checking:

- Only the present day's work may remain unchecked. All previous work must be checked and marked.
- Final term separators must be placed in all notebooks to maintain clear organization.
- Notebook checking codes should be pasted in every book for consistency and reference.
- Checking must be done according to the correction codes to maintain uniformity in feedback.
- Notebook checking should be completed on time to ensure smooth progress and record maintenance.

Your cooperation and diligence in maintaining these standards are highly appreciated

The notebooks will be checked according to the given schedule.

<b>Grade</b>	<b>Day</b>	<b>Date</b>
1 A & B	Monday	12-01-26
10 A & B	Tuesday	13-01-26
2 A & B	Wednesday	14-01-26
9 A & B	Thursday	15-01-26
3 A , B & C	Monday	19-01-26
8 A & B	Tuesday	20-01-26
4 A & B	Wednesday	21-01-26
7 A & B	Thursday	22-01-26
5 A & B	Monday	26-01-26
6 A & B	Tuesday	27-01-26