



Creating a chance to SHINE everyday

Marking and Feedback Policy

This policy was ratified: September 2019

And will be reviewed: September 2020

Signed by Headteacher: Samantha Welsby

Signed by Chair: Dave McWhirter

Rationale

There are two reasons why teachers should mark all pieces of children's work;

- For feedback to children
 - On attainment
 - On progress
- For ongoing assessment
 - To update child records
 - To inform future planning

Comments on children's work

There are agreed symbols which provide means of feeding back significant information to the child i.e. have they achieved their learning objective and recording information about the children's work i.e. if they have worked independently or with support this provides evidence for assessment levels. These symbols are on display in each classroom (See Appendix A).

Teachers should aim to provide developmental comments on a regular basis for all children, giving a clear focus to help children improve their work. Time to answer these comments should be planned into lessons. All work completed each lesson needs to be marked everyday using the agreed symbols showing if children have achieved learning objective and other relevant comments (commenting effort, achievement, progress).

Oral feedback must be recorded using the correct symbol.

Where appropriate, children will have achievement towards the learning objective highlighted with a yellow highlighter. The teacher will also identify with a green highlighter, areas where the children could have improved his/her work.

Any marking comment written on a child's work must be in green pen in clear writing, joined up whenever possible.

At the beginning of each lesson, children must be reminded to respond to the comment the teacher has written. Children must edit their work using the red 'editing pens' so that it is clear where changes have been made. In Maths, children will make alterations in pencil with editing in red pen after it has been marked by an adult.

Child self assessment

On a regular basis children are encouraged to assess their own work. They mark their work with a traffic light, where red denotes lack of confidence or understanding, orange identifies that some consolidation is needed and green denotes confidence and understanding.

Throughout the school children will also be taught to assess each other's work. This peer assessment can be completed and recorded using a range of strategies; post it notes, coloured crayons, orally. Teachers will decide what is appropriate for their class/ activity.

We know our policy is working if;

There is evidence that work is being marked regularly using agreed symbols and appropriate comments.

Marking informs annotations on weekly lesson plans.

There is evidence of children responding to comments using the appropriate writing material and children are aware of their next steps in learning.

Monitoring

Books will be monitored regularly by subject leaders and SLT through book trawls, drop-ins and child discussions. Relevant feedback will be given.

Appendix A

Marking Symbols

Learning Objectives



Objective achieved



Objective partially achieved



Objective not achieved

Effort



Good Effort (1 housepoint)



OK effort



More effort needed

Level of Support



Independent work



Paired work



Group work



Verbal feedback given



in margin to indicate a spelling correction.



Teacher support



LSA support

Highlighted Work

