



Marking and Feedback Policy 2017

Rationale

To be useful and constructive, marking needs to be clear, consistent and in context. It needs to promote high expectations and be a tool to help pupils improve and develop in addition to measuring and monitoring progress.

Marking is an essential way of communicating with children, staff, parents and carers and will include verbal feedback.

Aims

- **ALL** staff within the keystage use the same agreed code to annotate work.
- Adults will give verbal or written feedback appropriate to the age of the children and the task.
- Adults will provide positive, specific and constructive feedback.
- Marking will highlight children's achievement and an area for development – children will be expected to respond to feedback.
- Children will be encouraged to use 'Assessment for Learning' strategies to evaluate their own performance and that of their peers.
- Marking will inform staff and parents about children's achievements and learning.

Guidelines

- All work will be marked in blue ink.
- Every piece of work will be marked (soft touch or heavy). Work for display does not have to be marked.
- The following codes will be used:-

| <i>KSI Marking Policy</i> | |
|---|---|
| ☺ | <i>Objective achieved</i> |
| I | <i>Independent work</i> |
| Tick ✓ | <i>Correct in maths</i> |
| X | <i>Incorrect in maths, with a tick on top or next to it when corrected.</i> |
| AS (then initials) | <i>Adult support. The initials show which adult helped you.</i> |
| <i>Pink dot indicates a mistake</i> | |
| <i>Green pen to be used by children to edit and improve work.</i> | |
| <i>Pink highlighter pen to show where improvements need to be made.</i> | |
| <i>Green highlighter pen to show good points</i> | |

KS2 Marking Policy

| | |
|--|--|
| ☺ | Yes, you have achieved the learning objective you've put in your title. |
| ☹ | To achieve the learning objective you've put in your title, have a look at the pink highlighted areas. |
| Sp | A spelling mistake (first occasion the word will be highlighted pink underneath) add to your personal spelling bookmark |
| P | Missing punctuation A pink dot will be in the margin |
| ✓ | Correct |
| x | Wrong (maths) |
| I | You have done this learning task independently (by yourself) |
| AS (then initials) | Adult support. The initials show which adult helped you. |
| | |
| SA ☺ or ☹ | Self-assessment. You need to put this when you have marked a learning task yourself. |
| T | Target. Something for you to improve in your learning task. |
|  | 'Green is great'. Things in your learning task which show the success criteria. Well done! |
|  | 'Pink to make you think'. Your teacher will want you to look at this part of your learning task again and try to improve it. |

- Children will respond to feedback in green pen.
- The use of a success criteria chart, where appropriate, guides the children through their learning.
- All adults will write comments in blue pen.

Opportunities for self and peer assessment

- Children should be encouraged to mark their own and their peers' work.
- Children need to be given the vocabulary and structure to assess their work.
- It may be useful to use a printed format (a success criteria grid) to focus the children's thoughts.

Conclusion

Marking will highlight children's knowledge and understanding, achievements and abilities and offer guidance for them to take their learning further.

Marking will impact on pupil's achievement when it is constructive and when children are actively involved in their own learning.

When planning teachers must plan time for children to reflect and work on the marking you have given them, (next steps). They need a planned session to apply this and improve their work.

All staff must use the Savile Park handwriting formation to write any comments in books.

Targets should be regularly shared with pupils so that they know how they are progressing towards their end of ARE.

Created by: Teaching staff

Date taken to governors: September 2009

Signed by governors: _____

Date: _____

Reviewed (state when, by whom and if amendments made/not):

Staff training day September 2009

Reviewed Staff training day September 2012.

Reviewed Staff training day September 2015 Now 'Marking and Feedback Policy'
New set of marking codes
Children must respond to marking in green pen

Reviewed Staff Meetings 01.02.17 KS1 marking Key added
08.02.17 AS (then initials) Adult support
Symbols removed
Sad face changed to a straight line for the mouth
Agreed to use a blue pen for writing comments