

Marking and Feedback Policy

Marking is a part of the formative assessment of children's learning at Stratford St Mary Primary School. We ensure that each child receives clear, positive and appropriate feedback which links directly to the learning intention of a task and provides part of a record of learning. It will be both oral and written and reflect the aims and ethos of the school.

Marking will track progress diagnostically, inform the pupils of their successes, identify next steps for learning and provide information that will enable learners to monitor progress against standards and personal targets. We see the marking as a method of guidance and targeting further teaching and learning points.

Aims for effective marking

When marking and giving feedback, these principles should be remembered:

- The teacher will talk to pupils about their work where appropriate.
- It should be positive and constructive and may include next steps (where appropriate) that are appropriate for the individual.
- Learning Objectives will be shared with the children before the lesson begins and pupils will be informed of the success criteria against which marking will be based.
- Marking should be up-to-date and undertaken as soon after the work is complete as is practical. Where possible the pupil should be involved in marking but pupils will always be involved in feedback.
- Marking can be done during a lesson by the teacher.
- Pupils will be given the opportunity to respond to marking during the lesson or at the beginning of the subsequent lesson.
- Pupils will be given the time to repeat a task taking into account feedback given and where necessary the task will be adapted to enable pupils to succeed.
- Pupils will need to self-assess at the end of each lesson to judge whether they have met the success criteria.
- Pupil will use peer assessment to help evaluate their own work where appropriate.
- Teachers/TAs comments must be legibly written and be clear in meaning.

Comments on the children's work will:

1. Explain what a child did well and recognize achievement (positive comment written in green pen).
2. Indicate next steps to learning where appropriate (written in pink pen).
3. Show corrections to basic literacy skills if appropriate.
4. Relate to Success Criteria with a tick or smiley face.
5. Provide information to enable learners to monitor progress against standards and personal targets.

Expectations

Time needs to be regularly built into lesson time for the children to reflect on marking and their response to it. This response may be with the whole class, group(s) or an individual. It may be oral, written or a combination of both according to need. Mini plenaries throughout the lesson should inform the marking process.

All homework (if applicable) is to be marked, using the same protocol that the teacher would use in a lesson. Homework will be marked promptly and time will be built into a follow up lesson to review it and link it into the next step in learning.

Marking Methods

Staff will use green pen for positive feedback and pink pen for next steps where appropriate.

The agreed coding system for marking children's writing is as follows:

Year 1 Codes

P	Punctuation - check it or something is missing.
L	Use of Line
FS	Finger Space
C	You need a capital letter
F	Letter Formation & Handwriting
sp	Spelling - also underline where it is
+	Add more - see my note

Year 2 Codes

P	Punctuation - check it or something is missing.
T	You need to check your tenses.
FS	You need a full stop
C	You need a capital letter for a proper noun.
HW	Handwriting - cursive
sp	Spelling
Cj	Could you use a conjunction to up level your sentence
+	Add more - see my note
PR	Presentation
ENP	Expanded Noun Phrase

Year 3-6 Codes

P	Punctuation - check it or something is missing.
T	You need to check your tenses.
//	You need to begin a new paragraph
GM	There's a grammar mistake you need to fix
HW	Handwriting - cursive
sp	Spelling
CJ	Add or find a better conjunction
+	Add more - see my note
PR	Presentation
SS	You need a better sentence starter here

Agreed Maths Codes

LO	Learning objective met
LO	Corrections to be made
LO	Learning objective not met - surgery/intervention work required.

Whole school Codes

The following codes will also be used across the school:

TA / T	Adult assisted work
Iw	Independent work
VF	Verbal feedback given at the time the work was marked. May include a few words to explain what was discussed, eg. Use of full stops.
M	Merit given

Presentation Guidelines

- All work should be dated (written on top line on left hand side against the margin, written in words in literacy books and numerically in maths books) and underlined with a ruler.
- Learning Objective stickers, with appropriate success criteria will be stuck into books prior to the lesson
- Stickers, smiley faces etc. should be used where appropriate
- Pupils will make maths corrections using purple pencil and english corrections using purple pen.

Work to be used for display purposes may not show signs of marking but a copy of this work, fully marked, will be in their exercise books.