Deer Park Primary School

Marking and Feedback Policy September 2022

<u>Introduction</u>

At Deer Park Primary School, we believe that marking is an integral part of assessment and planning and is an essential tool to move learning on. Marking is used to raise self-awareness and gives focus for the next learning steps, thus improving engagement and raising attainment.

<u>Aims</u>

For the children:
- To give praise, raise self-esteem and encourage children to value their work;
- To ensure a consistent approach to marking throughout the school;
- To give clear strategies (next steps) for improving learning and moving the children on;
- To give continuous and focused communication with the child;
- To raise expectations and standards;
- To allow children to evaluate their own performance.

For the staff:
- To provide constant focused assessment opportunities which will be used to inform planning;
- To assess a child's performance against stated learning objectives;
- To inform next steps;
- To quickly address gaps in learning and misconceptions as they arise.

Key principles for marking written work:

- All work, should be marked in accordance with this policy.

- It is the aim that work will be marked within the lesson and not done in isolation.

- Verbal feedback will be given to allow children to move on within the session. This will be clearly marked on the work (VF).

- Children should be given plenty of time within lessons to up level and improve their work/edit and redraft work. They will do this in purple pen.

- Starting in Reception and going up to Year 6, we will use the same marking code.

Underlined in green = for really good examples

An orange circle around a word (**big**) = replace with a better quality word.

They will do this in purple pen

An orange line under a word or part of a word = This is the part of the word that is not spelt correctly. The child must correct the part of the word above in purple pen.

An orange ∧ **in between two words** = the child needs to add something.

- Children will use purple pen to edit, improve or respond to marking or a verbal comment when direction has been given.

- Opportunities for self-assessment and Peer Marking will be planned for.

- Spelling errors or 'technical' vocabulary, punctuation and grammar will always be corrected in any curriculum area to ensure skills are consistently transferred across subjects. In younger year groups and in foundation subjects, the teacher may make the corrections during the discussion with the child.

- In English lessons, where children are writing at length, a teacher may choose to mark a section of the work and give verbal feedback to the child in order to move them on.

- Teachers will plan to 'hard mark' focused groups each day so that over a week, all children have had fair input to help them improve their work and move their learning on. All children not in the focused group will have the green and orange dots used against the learning objective and the teacher will ensure that the lesson is planned to address their needs the following day.

- In foundation subjects, work will be marked against the learning objective set. Children will have a list of 'key words' up to a maximum of five and the spelling of these words will be corrected.

- In foundation subjects, the learning objective will be marked with a green dot if children have met it. If children have not met the learning objective, an orange dot will be used and the teacher will plan to address the gaps in learning or misconceptions in the following lesson.

- Marking is for the direct benefit of children and improvement in their work. It is used to inform the child of the progress they are making and targets they need to work towards.

Key principles for marking Maths work:

- All work, should be marked in accordance with this policy.

- It is the aim that work will be marked within the lesson.

- Verbal feedback will be given to allow children to move on within the session.

- Children should be given plenty of time within lessons to make corrections. They will do this in purple pen.

In all year groups:
Underlined in green = the answer is correct
Underlined in orange = corrections need to be made. If children make number reversals, only the number that is incorrect should be underlined and corrected.

- Children will use purple pen to make corrections or respond to teacher extension questions (written or verbal).

Level of Support

All work must indicate how much support a child has had using the following codes:

I – Intervention
S- Supported
VF – Verbal feedback given

If no code is given then it is presumed the piece of work was completed independently.

If work has been completed by a supply teacher (external) – supply must be written on the work.

If a child is absent – this must be recorded in their book so we know what they have missed.

Presentation

- Children will write using pencil, pen should be used consistently used in Year 3 and 4 once a child has earnt their 'pen license' and in all work in Year 5 and Year 6.

- Pencil will be used in mathematics.

- Children will use purple pen to edit their own work.

- Children should write the date on the top line. Short date is used in Maths and Science and the long date for all other subjects. Where children are not yet fluent writers, this will be given to them in order to maximise learning time.

- Line guides should be used when writing on plain paper.

- Children must not write or draw in the margins or on the covers of their books, unless they are self-assessing their work.
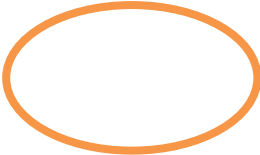

Monitoring

We will ensure that these guidelines are being used consistently throughout the school by regular sampling of marked work. This will be carried out by the HT and DHT, alongside subject leaders when carrying out monitoring activities. Feedback on the implementation of the policy will be given during CPD meetings or with individual members of staff. The Standards Committee of the Governing Body will monitor the implementation of the policy.

This policy must be read in conjunction with the handwriting policy.

This policy will be reviewed annually.

ALu September 2022

Marking Code

	Great example! Correct answer
	Choose a better quality word
sw**ee**t ^{ea}	Correct the spelling of the underlined part This could be a number too!
∧	Add something in

——————————	**Have another go at getting the correct answer**