

St. Mark's Catholic Primary School



Marking Policy

Written by: St. Mark's	Approval Level: Headteacher
Approved by: <i>S. Bradshaw</i>	Review Date: As required

‘Feedback is one of the most powerful influences on learning and achievement.’ Hattie & Timperley 2007

Principles

Marking and feedback should:

- Relate to the learning focus, which should be shared with pupils at the start of each lesson.
- Give recognition and appropriate praise for achievement.
- Give clear strategies for improvement.
- Respond to individual learning needs. Marking face to face with some and at a distance with others.
- Inform future planning and individual target setting.
- Use consistent codes throughout the school. (Appendix 1)
- Be manageable for teachers.

Marking Methods and Expectations

The impact of verbal praise and comments can be great and should not be underestimated. Verbal feedback can be more powerful than written and should be used regularly throughout lessons to remind pupils of the learning focus, misconceptions and ways in which to improve their work, as well as praising high quality work.

Written feedback should be used at the teacher’s discretion to comment on achievement of the learning focus or further work required to meet targets.

‘Light touch’ marking should be used where appropriate to reduce unnecessary paperwork for teachers, with the understanding that pupils and parents need to be aware of their progress and their focuses for improvement. Regular pupil/teacher meetings will be held to ensure these conversations happen.

In English, Maths, Science and Come and See, History and Geography Monitoring and Assessment booklets are used to inform teachers’ planning and next steps for pupils. These are updated weekly. Writing grids are used to assess independent writing in Y1-Y6 and are used to help teachers with their Teacher assessment of writing at the end of each term

- Teachers/Teaching Assistants will mark in **green ink**.
- Student teachers and supply teachers will mark in **black ink**.
- Pupils will self/peer mark or edit in **red**.
- Pupils will show new learning in **purple**.

Rewards For Good Work

Rewards for good work, in addition to a tick/or a comment, will be individual to each member of staff throughout the school, but may consist of the following:

- House points
- Stickers
- Smiley faces
- Stars
- Stamps
- Dojos

Presentation of work

There is a high expectation from all members of staff that pupil's work will be neat and well presented at all times. Work should be dated and written on the left hand side of the page. The full date should be written (e.g. Monday 29th October) in all books apart from Maths and Science and specified worksheets, when the short version of the date should be written. (e.g. 29/10/18)

In KS2 a line should then be left out and on the next line the learning focus should be written. (e.g. LF: Multiplying fractions)

In KS1 the learning focus may be shared verbally with pupils and there is no expectation for this to be written if it limits the time for teaching and learning.

The date and LF should both be underlined with a pencil and ruler.

Summative feedback/marking

This usually consists of ticks, crosses or a **C** if it needs to be corrected. Where appropriate, children should self-mark.

At St Mark's we use a range of codes to support marking and feedback.

Appendix 1

Tick ✓	Work correct
Cross x	Work incorrect
I	Independent work
T/TA	Help given by teacher/teaching assistant
Sp	Incorrect spelling
=	Capital letter
? in a circle	Please check
//	Start new paragraph
O	Circle space where punctuation missing
∧	Missing word
C	Pupil needs to do a correction
→	Comment on work required/way forward
★	Positive comment related to learning focus

As we encourage light touch marking, teachers will be using 'Monitoring and Assessment' booklets to record key information based on a lesson or series of lessons to inform future planning/learning and feedback.