

# Marking Policy



## Definition

A marking policy aims to encourage children to have a positive view of their own work and is an important aid for them to understand what it is they need to do to improve. Oral and written feedback are equally valuable practices depending upon the circumstances of their use. We recognize that marking is an integral part of the learning and assessment process.

## Aims

Our school aims for marking are:

- to provide effective feedback to pupils to raise their level of achievement
- to motivate the learner
- to enable every child to know and understand how they can improve their work
- to ensure that children have feedback on their work which can lead them onto further exploration or activity
- to communicate 2-ways with pupils to enable self-reflection upon progress and encourage pupils' comments on their feedback
- to monitor children's progress against success criteria
- for marking and feedback to act as evidence of achievement and provide an accurate basis for the reporting process to parents
- to enable self and peer reflection upon progress against their individual targets
- to encourage peer assessment to develop critical thinking.

## Principles

- Marking should be fair and consistent, agreed and applied by all staff. It needs to be positive, constructive and sympathetic giving clear steps for progress
- Marking needs to be selective, focusing on the aims of the lesson, but also highlighting the needs of the individuals and acknowledging personal achievement
- The learning objective should be established before a pupil starts their work and these should be shared with pupils (AfL).
- Any criteria not reached will inform future planning.

- Marking can be done as the pupils are in the process of their work, or shortly after the work is completed
- Involve pupils in self-marking or peer-marking when appropriate (AfL) this allows pupils to understand what makes their work good.
- Time should be allowed for pupils to reflect upon the marked work and the teachers' comments.
- Copies of the marking policy will be available in school and on the website.
- Pupils and parents should be aware of the marking practices of the school.
- **Key Stage 1:** Pupils will read and respond to comments with adult support as appropriate.
- **Key Stage 2:** Pupils should acknowledge the teachers' comments either by ticking the comments, writing their initials or adding their reply.
- Opportunities for corrections and improvements will be provided as necessary.

### **Marking Guidelines**

- Comments should be constructive and relate to the set learning criteria for the lesson and any specific individual learning targets
- All marking of work should be carried out using a green pen with target comments in pink.
- Self-marking and peer-marking should be carried out using a pencil or coloured pencil.
- Codes for marking eg: verbal feedback are outlined on the School Marking Code Sheet.
- Each class teacher will explain to the pupils about the school codes for marking.
- As part of the marking process individual teachers award house points.
- To assist lead teachers with future planning support staff are encouraged to initial their marking.

### **Monitoring and Evaluation**

Monitoring of standards in pupils' books will take place on a regular basis by the Principal. Children's work will be viewed to ensure that marking is consistent and effective. The Principal (look out for the purple pen!), and governors will also ensure that the marking policy is being adhered to during regular scrutiny.

# School Marking Code

| Symbol   | Meaning  |
|--|--|
| ✓  | Good example of where the success criteria have been achieved                          |
| VF   | Verbal feedback given  |
| KS1: Spelling error-<br>Correct spelling written over the target word.<br><br>KS2: Key spellings to be written underneath for future practice. | Up to 3 words of greatest significance to practise at the bottom of the piece of work. |
| ^  | Word missing   |
| //   | New paragraph  |
| /  | New line   |
| TA   | Supported or marked by TA  |
| P  | Peer marking   |
| S  | Supported  |
| I  | Independent work   |
| ★ ★ ✨  | KS1 One, two or three stars and a wish on selected pieces of work                      |
| HP   | House point  |

- ❖ KS2 will be encouraged to edit using coloured pen.
- ❖ KS1 will edit by writing above.