**Marking/Feedback and Presentation Policy**

September 2016

At Green Gates School we value marking and feedback as an essential part of the assessment process and believe that a consistent approach across school will help children make improved levels of progress. Children require from their teachers feedback through high quality marking that is both thorough and constructive, and delivered within a short time span. Effective marking is a channel that enables the child to make further progress through an understanding of what is needed, and expected. It should also be a medium to enhance motivation and self-confidence. Guidance should be promoted through constructive comments both verbal and written.

**Our philosophy for marking and feedback:**

* Marking and feedback should be specific, accurate and clear;
* Marking and feedback should be up to date and in line with the school’s policy;
* The sole focus of feedback and marking is to provide specific guidance on how a child can improve;
* Marking and feedback should show that we value the children’s work and encourage them to value it too;
* It should highlight how far in their learning a child has come;
* It may redirect the teacher’s planning or pupil’s learning journey, depending on what they have achieved;
* Feedback delivered closest to the point of action is most effective;
* Self and peer assessment plays an important role in pupil’s progress.

**KS1 and KS2 Marking and Presentation**

Children need to know what is expected from them in clear terms. By requesting a high standard consistently from an early age, children are aware of these expectations.

**Marking**

* Quality marking should be positive and show children that their work is valued;
* All marking should be neat, legible, grammatically correct and inline with our handwriting policy;
* Marking will follow the school’s marking code which can be found below;
* Written comments should be language appropriate to the age of the child;
* Comments should highlight what is good about a piece of work and needs to be linked to the LO/SC for the lesson. Comments need to be specific and not general (Eg; Instead of saying “Good Work”, the marking may saying “You include a wide range of sentence types in your writing which help to create different effects on the reader.” ;
* A developmental point should be given which will help them to make progress. This needs to link to the LO/SC of the lesson, and will enable the child to make progress immediately. Phrases such as ‘Next time…’ are not to be used;
* During response time, the child needs to edit/respond underneath the developmental point;
* Children are expected to respond to their developmental point in a purple pen (pencil in Maths and early KS1), so it’s easy to see the impact of your intervention, and to enable you to assess their understanding quickly.
* Responding to developmentals is done simply with a tick.
* All marking should be done with a green pen.
* When identifying incorrect spellings, as a rough guide, teachers in KS1 should identify no more than 3 whilst teachers in KS2 should identify no more than 5. Children will be asked to write out the correct spellings 3 times.
* In KS1, coloured dots will be used to show whether the child has achieved the learning objective or not.

**Presentation**

* The highest standard of work is expected in all subjects;
* Work needs to be checked as soon as possible after the lesson and any unacceptable pieces of work need to be re done;
* All work to have dates and learning objectives at the top of the page. The learning objective will be an ‘I can…’ statement which the children will be able to articulate;
* Children should use a ruler to draw a neat line through mistakes and rubbers are not to be used;

**English marking code**

VF Verbal feedback

G Guided work with a teacher

TA Guided work with a teaching assistant

The above symbols should be written at the end of the piece of writing. The remaining symbols should appear in the margin, alongside the child’s work.

 Missing punctuation mark and capital letters

Sp Spelling error

FS Finger space

^ Missing word

✓ ✓ Super word choice/sentence/phrase

MS Make sense issues

\* Grammatical error

// New paragraph

**You should always set your work out like this:**

Date – Day, Month

I can statement relating to the lesson

Work to be completed using a pencil unless the child has earned a pen license.

If you make a mistake, draw a neat line through it using a ruler.

**Maths marking code**

✓ Correct answer

• Incorrect answer

VF Verbal feedback

G Guided work with a teacher

TA Guided work with a teaching assistant

✓C Correction

**You should always set your work out like this:**

Date (Numerical)

I can statement relating to the lesson

Work to be completed using a pencil.

Use one square for each digit.

If you make a mistake, draw a neat line through it using a ruler.