

# **Fourlanesend Marking & Feedback Policy – to be read alongside our Assessment Policy**

**This policy includes remote learning feedback and needs to be read alongside our remote learning policy**

## **Introduction**

Marking of children's work is a fundamental part of the process of teaching and learning in school and is an important part of the assessment process. Marking demonstrates a respect for the work produced, gives feedback and indicates the ways in which the individual child can improve. Marking will also encourage the child to look at errors in a positive manner. This is in line with the school's positive approach to self-assessment.

This policy belongs with the set of policies on Assessment, Record Keeping and Reporting. It also takes into account the school's policy on Equal Opportunities. This policy has whole school agreement and parents and children were consulted when developing this policy.

## **Aims and Purposes**

Marking should advance pupil progress and outcomes.

Marking should be meaningful, manageable and motivating.

Marking indicates children's values

Marking encourages honest self-assessment (SA) and peer assessment (PA) giving children ownership of their learning.

## **Implementation**

Work is :

Marked in red pen so children can easily distinguish the marking from the work and whenever possible with the child concerned.

Marked using a tick, dot or cross (at teachers' own discretion).

Teachers will use their professional judgement as to the amount and type of objective-led errors indicated in any single piece of work.

Up to 5 spellings can be indicated for the child to repeat in line with age related expectations (unless there are specific individual needs), ensuring high expectations for rapid graspers across the curriculum.

There is an expectation that if they can read a high frequency word, it should be spelled correctly.

Verbal/written feedback to inform on punctuation and grammar

Zero Tolerance – if written work is not to standard expected children will be asked to redo it.

ZTSP – if an expected spelling is spelt wrong, children to spell it correctly themselves

Marking will be handed back before/ in the next lesson to encourage discussion of learning, any misconceptions and next steps for progress. Misconceptions will be identified in marking but may also be put on the beneficial blunder wall impacting on future whole class learning and facilitating and celebrating learning from their mistakes.

The teacher's professional judgement is the key factor in all assessment. Therefore, marking will often be judgemental and selective in order to foster positive attitudes in our children.

Children will be encouraged to mark their own/group work. Self-assessment and Peer assessment has an important role in the school's practices. Within KS1/F this will be mostly in the form of talk/writing partners with an expectation of written comments further up the school.

Children's editing improvements and responses are written in green and peer assessments are indicated in green.

Supply teachers should mark all set work according to this policy (which is supplied) and return it to the class teacher. However, if they're not marked to the standard required, class teachers will not be responsible for retrospective marking.

House points will be awarded to recognise achievement and effort, not only in their class work but also in other aspects of school life.

For positive feedback, teachers use, for example, a tick, smiley face and for next steps teachers use, for example, sideways arrows, thought bubble or NS.

Verbal feedback can be given and is indicated using a stamp or VF but must be accompanied by pupil's response e.g. SA or green pen or an improvement in work that follows.

Presentation is monitored and if it falls below expectations then a P is used to indicate this.

Handwriting, punctuation and grammatical features should be at least at the expected age-related level (unless a specific need) and where this falls below expectation, work will be repeated.

A Jottings stamp/heading is used to indicate work that is exempt from our regular standard of presentation (see handwriting policy). Jottings are used as part of teaching of life-long learning, for example, a quick calculation and notes made at speed.

In FS and for additional specific children with learning needs, an I is used to indicate independent work.

In KS1 and KS2 'supported by (initials)' is used to indicate who has been supported and by whom.

The assessment stamp can be used instead of written feedback when assessment has been undertaken and recorded (on planning, in record book, on DC Pro).

Assessment criteria, checklists, marking ladders can be used across the curriculum

## **English**

Marking ladders at the end of units will provide opportunity for assessment.

Quality marking will normally occur towards the end of the unit and will be appropriate to the level of the children.

Opportunities for peer and self-assessment will occur throughout the unit.

## **Remote Learning**

### **Teachers**

When providing remote learning, teachers are responsible for:

- Providing feedback on work:
  - Answers will be provided on Google Classroom
  - Individual support and feedback will be provided as necessary
  - Teachers will provide feedback to work placed on the stream within a day during the school week
  - If it is found that a child has not completed the work on the child's return to school a record of this will be made and the parent /carer will be asked to give a reason as to why the work was not completed. Please note the child is not expected to complete the work if they are ill. Look on the server under Covid reporting for the record of uncomplete remote learning.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Feedback to the school once a week to share how the children are progressing with the work set

## **Monitoring**

Marking will be monitored through discussion and work scrutiny as part of our school development plan. This will be completed in staff meeting through book looks.

## **Review**

This marking policy will be reviewed in spring 2022 or in line with local or national initiatives or the School Development Plan.

Fourlanesend Values:

- Respect and Responsibility
- Enthusiasm for Learning
- Confidence
- Honesty
- Kindness

These are integrated and embedded throughout all subjects.

Dated: October 2021