

## Marking Policy



### Rationale

A whole school policy on marking ensures consistent standards of marking throughout the school and maintains and improves the quality of the children's learning experience.

### Aims

1. To establish a whole school approach to marking children's work.
2. To encourage children to produce a high standard of work.
3. To gauge the children's understanding and identify any misconceptions.
4. To make children aware of how their work could be improved in future by setting targets and giving constructive feedback
5. To give children the opportunity for reflection - to allow children to think, question, evaluate and respond.
6. To create opportunities for self -assessment and peer assessment.
7. To show each child's work is valued by being responded to.
8. To ensure marking is manageable, meaningful and motivating.

### Guidelines

1. Children's work should be marked promptly, alongside the child whenever possible.
2. Comments should be appropriate to the age and ability of the child and may vary across year groups and Key Stages.
3. The child should be given time to respond to the comments made (fix-it time regularly).
4. Group feedback should be provided (using AFL strategies).
5. Teachers will use outcomes to inform future planning.
6. Marking will be carried out promptly, before the next lesson in that subject if possible taking into account the workload and well-being of staff.
7. When appropriate pupils may indicate their understanding of the piece of work set through a 'traffic light' system. Pupils will colour:
  - i) A red circle if they have found the work difficult
  - ii) A green circle if they have fully understood the work.
  - iii) An orange circle if some help has been needed.
8. In written work, up to 3 age appropriate spelling errors of common words should be corrected. These words should be practised at the end of the piece of work if it is appropriate. From Year 1 pupils will have 'sp' marked next to the word to indicate a spelling error.
9. In Mathematics correct work should be ticked. An error should be marked with a x to indicate that a correction is required or whole class feedback needed.
10. Children's artwork should not be written upon. Comments should be written on the reverse.

11. In scientific and mathematical investigations the teacher should assess through observation and discussion making notes where relevant.
12. In Literacy written work should be set out in a standardized format across the school:
  - i) The date should be written on the top line against the margin (long hand).
  - ii) The target objective for the lesson will be written in the middle of the page. (If computer generated this should be in a universal font used across the book.

## 8. Marking guidelines: Green for Good, Pink for Think

### i) Reception:

The majority of feedback is verbal and most recorded work is guided/supported by the teacher.

Recorded work will be marked using a green for written positive comments. A pink pen will be used with a written comment to indicate an area for improvement, usually letter formation or high frequency words. Work is usually marked by the teacher alongside the child. The following codes will be used:

TA = Teaching Assistant support

HLTA = HLTA support

S = Student support

V = verbal feedback given

I = independent work

### ii) Year One – Year Four:

Marking: A green pen will be used to tick success criteria where these have been achieved. An excellent piece of work may have an additional green written comment. A pink ? will be used to indicate which success criteria (Steps to Success) have not been achieved.

Next to the Learning Objective a green star will indicate the objective has been achieved and a pink ? will be written if the objective has not been met.

In detailed marking a pink comment will be written by the teacher with the purpose of taking learning forward and giving an opportunity for corrections to be made. Indicate in the work in pink where corrections are needed.

iii) The following abbreviations will be used to indicate the level of feedback and support given:

HLTA = taught by HLTA

TA = a piece of work supported by a Teaching Assistant

S = supported by student teacher

W = word choice    G = grammar

V = verbal feedback given therefore no written comment

PA = peer assessment

SA = self- assessment

SP = spelling mistake

C = correction

P = punctuation

9. In Mathematics the short numerical date will be used at the beginning of each piece of recorded work.

10. House points will be awarded for good work. The abbreviation HP will be used to indicate a House Point has been awarded.

Policy reviewed by: All teachers  
Autumn 2017

Review date: Autumn 2020