



“Let your light shine brightly.”

Matthew 5:16

Responding to Learning (Marking and Feedback) Policy

Policy accepted by SLT on:	<i>15/6/2020</i>
Next review:	<i>Summer 2023</i>
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: <i>Yes/No</i> On school website: <i>Yes/No</i>	

RESPONDING TO LEARNING (MARKING AND FEEDBACK) POLICY

1. Rationale

Marking and feedback has three purposes; to help pupils:

1. understand what they have done well;
2. understand how to improve;
3. make visible signs of improvement as a result of feedback.

2. Principles

To ensure children understand what they have done well they need to know both what they have done well and the reasons for it. Discussions with pupils about recently marked work should display a good understanding of both of these points.

To ensure all pupils understand how to improve, different types of prompts should be used. We use a mixture of challenge, reminder, process and example prompts, as appropriate, to help pupils to understand.

Without visible signs of progress emerging from marking or feedback, there are no signs of effectiveness. Teachers and Learning Support Assistants should ensure time is given to act upon the guidance so that pupils may act upon it and make improvements.

3. Consistency

The three purposes of marking should be evident in all classes in all subjects throughout the school. However, approaches may differ depending on the stage of development of the child.

Sometimes it is appropriate to give feedback verbally and sometimes it is more effective to give written feedback. Each time, the three purposes of marking should be developed.

4. Evaluation

Regular work scrutiny and discussions with pupils will be undertaken by the Senior Leadership Team throughout the academic year, as part of the school's Cycle of School Evaluation, to ensure the three purposes of marking are of a consistently high quality throughout the school.

5. Marking and Feedback Folders

Each class teacher has a Marking and Feedback folder containing marking notes for writing and Maths.

Writing: Teachers record relevant information about individual children's learning and attainment. This enables teachers to focus/target any follow up intervention appropriately. This is done in conjunction with, and to support, the pink/green marking system.

Maths: In this section of the folder, teachers keep the annotated Maths evaluation sheets as a record of children's learning, the response to learning and any follow up intervention.

6. **In Mathematics**

Marking and feedback will be both written and verbal at the point of learning. A tick will affirm that the answers are correct and indicate that the child has done well. A dot will show where errors have been made. Feedback will also be accompanied by a symbol (S) to show if/where children needed support (the type of support required will also be briefly outlined, e.g. 'adult', 'number line', 'Base 10', etc.) and should then be followed by the visible progress. Where more support is needed, the class teacher will record details on the Maths evaluation sheet. This is stamped with 'Target Time' and can then be used to direct same day interventions with a shared adult. There is also a space for adults to give details of any required follow up. In the Early Years this will follow the same pattern but will normally be verbal at the point of learning with any interventions recorded on the Maths evaluation sheet.

7. **In written work**

Marking and feedback will be both written and verbal at the point of learning.

In Key Stages 1 and 2, at the stage of **innovation**, marking will be more in depth, with (tickled) pink pen used to show children what they've done well and green (for growth) highlighted to show the children what they need to improve or their next step, based on success criteria and other key features. For the final piece of independent writing in a teaching sequence (**invention**), feedback will be given either verbally or written relating to the progress they've made from the previous marking and feedback, using pink to respond to green targets from the innovation marking.

In the Early Years, feedback will be mostly verbal at the point of learning. This will be recorded through observations and child-initiated writing samples. Where children have recorded work, a pink/green marking system will be used as above.

Spelling and grammar will be picked up through marking at an appropriate level for the individual child at the discretion of the teacher. Children will be encouraged to practise incorrect spellings where and when appropriate.

8. **Across the curriculum**

Marking and feedback will be verbal and on occasions keyword marking against a standard of key skills. Basic skills in English and Maths will also be marked against in the normal way, when appropriate.

9. **Guidance for peer and self-assessment**

Peer and self-assessment have a key role to play in marking and feedback. They empower children to take control of their learning. Children will be encouraged to

self-assess their writing against the success criteria for the Innovation and Invention stages, using ☺ or ☹.

In line with Assessment for Learning (AfL) strategies, within most lessons children should have opportunities to assess their progress (or that of others) against agreed success criteria. Our Teaching and Learning Policy reflects the need to be explicit about success criteria so that feedback can be specific and meaningful. It also acknowledges the need for clear modelling and training of children in how to peer and self-assess meaningfully, and that time is planned into lessons to make improvements.

Other abbreviations used in marking to inform teachers' planning and assessments:

S – Support (the type of support required will be briefly outlined, e.g. 'adult', 'number line', 'Base 10', etc.)

I – Independent

PS – Peer Support from another pupil (PS will be supervised by an adult)

G – Guided to refer to a guided activity e.g. Guided Reading or Guided Maths