

Fen Ditton C. P. School

POLICY FOR MARKING AND FEEDBACK

Policy Review Schedule	
Last Updated	Next Planned Review and Update
25.7.13	Summer 2014
Governor Signature:	

1. INTRODUCTION

- 1.1 This Policy reflects the marking techniques and working practice at our School.
- 1.2 It outlines the purpose, nature and management of marking.
- 1.3 The implementation of this policy is the responsibility of the headteacher and all the teaching staff.

2. THE NATURE AND PURPOSES OF MARKING AND FEEDBACK

Giving feedback to pupils verbally or through marking work is an important part of the teaching and learning process. Acknowledgement marking is important and regular, quality marking is key.

The main purposes for marking and feedback at our School are:-

- to give praise and encouragement to the child, enabling them to recognise their achievements
- to help the pupil to know what they have understood and done well
- to give the children clear 'Next Steps' in order to progress their own learning
- to support children in becoming confident and skilled in evaluating their own learning. (to motivate children to take ownership and control of their learning)
- to enable the teacher to identify, and act upon, individual strengths and weaknesses in order to inform future planning, contribute to assessments and to support target setting.
- Encourage ongoing dialogue between teacher and pupil (This is the key part of 'outstanding' feedback)

Day to day marking provides a basis for on-going assessment. It helps the teacher with the assessment of:

- pupils' understanding and retention of concepts, skills and factual knowledge
- the planning and the delivery of effectively differentiated work

Feedback and marking will be effective when we :

- provide quality feedback to pupils promptly and regularly
- provide quality time for pupils to read, respond and reflect upon feedback
- encourage an ongoing dialogue between the teacher and the child where the teacher recognises when children have acted on feedback given
- have a consistent approach across the school
- ensure children understand the agreed marking code
- include both oral and written feedback where appropriate
- focus the response on the learning objectives and success criteria
- provide pupils with the opportunity to assess their own and each other's work and give feedback as appropriate

- use the information gained together with other information to adjust future teaching plans
- share the policy and code with parents so they can understand it

3. **ENTITLEMENT**

3.1 At Fen Ditton Primary School all the children are entitled to receive regular, quality effective feedback and be involved in discussions about their own learning with the teacher.

4. **IMPLEMENTATION**

4.1 All work across the curriculum should be recognised and commented on as appropriate and follows the agreed school marking code.

4.2 Marking should reflect and be aimed at the learning objective for that lesson, or series of lessons. Not all errors are corrected. The number of corrections depends upon the age and ability of the child and the purpose of the work.

4.3 Good work and effort can be recognised by stickers or another reward.

4.4 All teachers including supply teachers, are involved in the marking process.

4.5 Teachers own handwriting and presentation of marking feedback should model the school's high expectations of the children's handwriting.

4.6 Next Step comments are constructive and should encourage improvement in future work. These should be understandable by the children.

4.7 Marks and comments are written in green pen

4.12 Children are encouraged to be involved in self and peer assessment activities.

4.13 Children are given time during lessons to respond to the marking of the teacher and, where appropriate, make corrections.

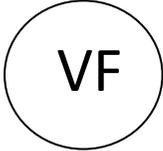
4.14 When looking at the outcome of a piece of work in Mathematics, more effective quality feedback can be given following the 'Effective Feedback in Maths' flow chart.

5. **REVIEW**

The Headteacher and all the staff review this policy regularly. Any suggested amendments will be presented to the Governors for discussion.

Fen Ditton Primary School Marking Code

Staff will use the following symbols when marking your work.

	Well done, successful learning
	Good example (s) of meeting the learning objective
	'Next Step' in your learning
	Guided Group
	Verbal feedback given

All work should be marked in **green** pen.

Children's corrections should be done in a different coloured pencil.

Fen Ditton Primary School Marking Symbols

Staff may also use the following symbols when marking your work.

✓	Correct
.	Incorrect
	Finger spaces
~~~~~	Spelling correction needed
—	Capital letter error
∧	Word missing
	Can you improve this word?
NP	New paragraph
→	Indent paragraph
..	Grammar

All work should be marked in **green** pen.

Children's corrections should be done in a different coloured pencil.

# Effective Feedback

