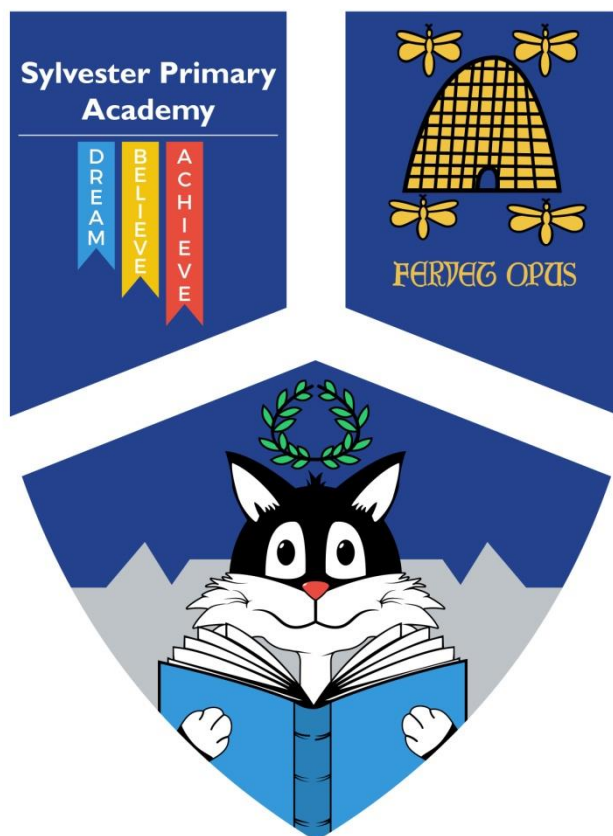


# Marking and Feedback Policy

## Sylvester Primary Academy



**Approved by:**

Local Governing Body

**Date:** September 2022

**Last reviewed on:**

**Next review due by:** September 2025

## **MARKING AND FEEDBACK POLICY**

### **OVERVIEW**

At Sylvester Primary Academy we will ensure that learners get the maximum benefit from their education through an entitlement to regular feedback from staff. This will enable them to understand their progress and achievement and advise them of what they need to do next to improve. The methods used for marking work will to be applied consistently throughout the school and will be linked to the policies on Assessment and all curriculum policies.

### **OBJECTIVES**

1. To monitor, evaluate and review learners' current stages of progress, and identify their next steps for progress and improvement.
2. To give learners accurate feedback on their progress and achievement.
3. To promote a positive self-image for learners, in accordance with the school aims, and, through this, encourage them to value and take pride in their work.
4. To celebrate and reward learners' achievement and progress.
5. To agree and set challenging targets for improvement
6. To standardise the marking procedures used throughout the school.
7. To enable learners to self-evaluate their work and take responsibility for setting their own targets.
8. To provide evidence for assessment, recording and reporting

### **STRATEGIES**

1. Teachers' oral and written comments will provide clear and easily understood feedback and encouragement for learners.
2. Oral feedback should be given during lessons while the learners are engaged in the learning process.
3. Feedback and marking will celebrate and reward success and let learners know what they need to do next to improve.
4. Feedback and marking will result in clear targets being agreed for improvement.
5. There will, whenever possible, be an opportunity for the child to participate in this process so that there is a shared perspective on feedback and marking and target setting.
6. Teachers will either mark work during lessons when pupils are present or in a timely manner.
7. Feedback will be a combination of verbal and written.
8. Written comments by teachers should be clear and in child friendly language.
9. There will be consistency of approach through verbal and written marking across the school.

### **OUTCOMES**

Marking and feedback will be carried out professionally and learners will benefit from its high quality. It will be used to encourage and celebrate learners' achievement and progress. It will be used to underpin clear and accurate feedback to learners and parents. The marking policy will be reviewed on a regular basis by all staff to ensure that it is effective and workable.

## **Sylvester English Presentation, Feedback and Marking Guide – Key Stage 1 and Key Stage 2**

Children to work in pencil or blue pen.

Teachers to mark in black.

Children to do their corrections in green pen.

Use the long date Monday 5<sup>th</sup> September 2022 (starting on the left hand side of the page).

Learning objective to be written after leaving a line and underlined or stuck into children's book.

Underline wrong spellings/part of word incorrect \_\_\_\_\_

New paragraph // (leave a line before beginning a new paragraph)

Punctuation mistake p

Grammatical mistake g

Omitted word ^

Please write closer to the margin ←

Add in text – more detail needed \*

An action or target to be written by the teacher, if appropriate

Up to three spellings to be corrected in each piece of work

Highlighters (pink, yellow, green and blue) will be used by the teacher to indicate success related to the learning objective.

### **Non-negotiables**

Letter formation must be accurate and corrected.

Emphasis on legible and neat handwriting. Staff **must** model correct handwriting.

Spellings and key words to be practised or corrected should be year group specific

## **Sylvester Mathematics Presentation, Feedback and Marking Guide – Key Stage 1 and Key Stage 2**

Children to work in pencil.

Teachers to mark in black.

Children to do their corrections in green pen for calculations. Reflections, lines of symmetry, graphs, angles, drawing of 2D shapes etc, should be corrected in pencil.

Children to use a numerical date written in the top right hand corner and underlined 05/09/2022.

Learning objective to be written after leaving a line and underlined or stuck into children's book

Mark correct answers with a tick, incorrect answers with a x

Each calculation will be numbered with brackets. 1) 2) 3)

Put each digit in a square.

Highlighters (pink, yellow, green and blue) will be used by the teacher to indicate success related to the learning objective.

Incorrect calculations to be corrected must be written out again by the teacher or the child.

Children to correct their own errors at the beginning of the next lesson.

### **Non-negotiables**

Incorrect formation of numerals should be corrected and practised.

There should be clear evidence that marking is responded to by the children.

## **Sylvester Foundation Subjects & Science Presentation, Feedback and Marking Guide – Key Stage 1 and Key Stage 2**

Children to work in pencil or blue pen.

Teachers to mark in black.

Children to do their corrections in green pen or pencil (if appropriate)

Use the long date Monday 5<sup>th</sup> September 2022 (starting on the left hand side of the page).

Learning objective to be written after leaving a line and underlined or stuck into children's book.

An action or target to be written by the teacher, if appropriate

Any marking and corrections should be subject specific

The expectation for the standard of pupils' work should be the same for core and foundation subjects

Highlighters (pink, yellow, green and blue) will be used by the teacher to indicate success related to the learning objective.

### **Non-negotiables**

Emphasis on legible and neat handwriting. Staff **must** model correct handwriting.