



Policy on Marking and Feedback

1 Introduction

- 1.1 THIS DOCUMENT IS a statement of the aims, principles and strategies used for marking children's work at Long Lawford Primary School.

2 Aims and objectives

- 2.1 We believe marking should:

- Be a positive experience.
- Indicate where the child has achieved success in meeting the learning objective he / she has been working towards.
- Lead to focused improvements in work.

3 There are 5 questions teachers must ask themselves.

- 3.1 When responding to a child's piece of work a teacher should consider:

- Can the child read what I've written?
- Will the child be able to understand the language I've used?
- Does my comment relate to the learning objective and challenge the child's thinking?
- Have I built in time for the child to respond to the marking comment?
- Does it lead to one focused improvement in the child's work?

4 Who should mark?

- 4.1 Class teachers are ultimately responsible for the marking of children's work, although there may be times when children mark their own work or mark with a peer.

- 4.2 It is acceptable for Teaching Assistants to mark the ongoing work of a group they have been working with, routine spelling or mental maths tests.

- 4.3 Children should be taught how to use the agreed marking scheme so that they not only understand the commonly agreed symbols, but actively use them during self-marking or peer marking activities. There should be copies posted on classroom walls to reinforce their use.

5 How should we mark?

- 5.1 Children's work in exercise books or on paper should be marked in a contrasting colour to their work. Work that is to be used for display should clearly show the child's name and any teacher comments should be in pencil.

- 5.2 Marking comments or symbols should not detract from the child's work: it should be discreet, with tidily written comments.

- 5.3 If spelling is not the main focus of the activity, 3-5 mis-spelt words may be indicated. These may be chosen for various reasons:



- Spelling rules included in previous spelling activities.
- Topic words or specific subject vocabulary e.g. science or mathematics
- Basic words the child is expected to know given his/her ability.

6. Rewards for work

- 6.1 1 stamp or sticker (Foundation and Key Stage 1), team or house point (Key Stage 2) may be awarded for good work, 2 for exceptional work. Good work may also be taken to the head teacher and or acknowledged during Friday's Celebration Assembly.

7. How do we ensure that children read the comments?

- 7.1 Children are actively encouraged to tick and or initial teachers' comments after reading and in addition to add their own comments if they wish.
- 7.2 Corrections or improvements in written work should be completed after the marked work where appropriate. This may be set as homework.

8. Marking in Key Stage 1

- 8.1 Much of this policy does not apply to Key Stage 1, although in year 1 and 2 we begin to introduce children to the idea that marking is a dialogue between teacher and pupil and can be a means by which the teacher helps the child to progress.
- 8.2 The marking scheme will be used as appropriate.

9. Marking in the Foundation Stage

- 9.1 This Policy is not relevant to the Foundation Stage.


Signed:

Date:



What does it mean?

The Long Lawford Marking Scheme

	<p>A tick</p> <p>-You have answered the question well or used a good word or phrase.</p>
<u>wen</u>	<p>A word underlined</p> <p>- A spelling mistake. If it is an unusual word it may be written for you, if it isn't you must correct it yourself.</p>
Q tom	<p>A circled letter</p> <p>You have used a capital letter in the wrong place or missed one out.</p>
I was going	<p>A wobbly underline</p> <p>This doesn't sound right! Your grammar needs correcting.</p>
I singing	<p>An omission sign</p> <p>You have missed a word out. Put it in, above the arrow.</p>
?	<p>A question mark</p> <p>-You have missed out a date or title or not underlined them check!</p>
X	<p>A C surrounding a cross</p> <p>-This means this work is now correct</p>



Long Lawford *Primary School*

ACHIEVE, CARE & ENJOY
ACE