

Feltonfleet School

Marking and Feedback Policy

Introduction

At Feltonfleet we take a careful approach to the marking of work and giving feedback upon it. There will naturally be some differences as the age of the children will have to be taken into account and some subject specific marking may take place which will be outlined within the departmental handbooks. All children are entitled to regular and comprehensive feedback on their learning where appropriate and this is seen as an essential part of the assessment process and our strive to positive learning

Aims

We mark children's work and offer feedback in order to:

- show that we value their work, and encourage them to do the same
- boost their self-esteem and aspirations through the use of praise and encouragement
- give them a clear general picture of how far they have come in their learning and what their next steps should be to improve
- offer them specific information on the extent to which they have met the lesson / REACTs objective and / or the individual targets set for them
- promote self-assessment, whereby they recognise their challenges and are encouraged to accept constructive guidance from others
- share expectations
- gauge their understanding and identify any misconceptions
- provide a basis both for summative and for formative assessment
- provide the ongoing assessment that should inform our future lesson-planning.

Principles of marking and feedback

- A comment including a clearly defined target to be written after an extended piece of work or a piece of work which requires "deeper marking" for all years.
- In Years 7 and 8 for specifically CE work eg practice paper or Essay a written comment with a target and a grade using the CE boundaries is expected.
- For a short, finite piece of work a written comment may not be required
- Pupils show in some way eg initials or colour in a symbol that they have read and understood the target written by the teacher
- Symbols – a clear set of symbols to be followed (age dependent) as initiated by the English Dept eg sp – spelling error
- If verbal feedback is given then VF is written in the margin
- If support has been given then WS is written in the margin
- Please ensure that all incomplete work is finished
- Peer Assessment – Encouraged mainly within years 3 – 8. Pupils write a comment and a target when appropriate
- Self Assessment – Encouraged within Years 1 – 8, a written comment only if appropriate.

Marking Symbols - Common symbols to be used (additional symbols may be subject specific or age dependent)

sp	-	spelling error.
P	-	punctuation needed or punctuation error.
cap	-	capital letter needed or misused.
? ___	-	unclear or does not make sense.
//	-	new paragraph needed.
gr	-	grammar

Keys Points

Teachers must:

- allow pupils time to look at the comments that you have made.
- ensure that the pupil really knows what to do next to improve.
- set positive targets rather than just pointing out what is wrong.
- give oral feedback whenever possible
- ensure that their marking reflect the targets that were set for the particular piece of work being marked.

Monitoring and review

- Subject Leaders will be expected to monitor the marking in books at least once a term
- The Assistant Head: Teaching and Learning and the CLT will also monitor samples of marking within Departments.
- This whole school Marking Policy will be reviewed annually.

J. Ashfold
Assistant Head: Teaching and Learning
Reviewed Feb 2011

Next Review: Feb 2012