



Mount Pleasant School

Marking and Feedback Policy

September 2023

Aims

Our aim is to undertake marking and feedback in such a way that it is likely to improve children's learning and self-esteem whilst providing opportunities for self-assessment. Effective marking and feedback will help children to become reflective learners and to close the gap between current and desired performance.

Principles

Effective Marking and Feedback:

- Relates to learning outcomes focussed on during the lesson
- Gives children recognition and appropriate praise for the success of their work
- Encourages children, by demonstrating the value of their work, thought and effort
- Ensures children make progress by understanding how to improve their work
- Is accessible to children and manageable for teachers
- Is applied consistently across the school
- Measures progress against targets, school or national expectations
- Provides a tool for teacher assessment – diagnostic, formative or summative
- Helps the teacher to evaluate teaching and inform future planning

Our Marking and Feedback Approach

At Mount Pleasant School, we see marking and feedback as an integral part of teaching and learning, that is inextricably linked to our curriculum. We believe that effective marking and feedback tells children how well they have done, and what they need to do next in order to improve their work. We seek to provide children, teachers and parents with the necessary information to support continued progress across the full National and School curriculum. In order for marking and feedback to be effective, it is important that both the teacher and child participate in the process.

- **Verbal feedback**

We give children verbal feedback on their work. We usually do this when the children are working during the lesson, although sometimes we give feedback on a particular session at the beginning of the next one. We provide written feedback, when appropriate.

- **Written feedback**

We give written comments to children of all ages, appropriate to the child's age and sensitive to their abilities and capacity to understand. We aim to give children the skills to respond

successfully to marking and feedback. When it is not possible to mark when the child is present, we will give children the appropriate time to review, reflect and respond to marking and feedback.

If a child is not able to read and respond to marking independently, for example in EYFS, we use verbal feedback and pictorial comments. Sometimes comments are also used to inform staff/parents/carers of children's learning and development. Our aim is for marking to have a significant impact on children's learning and future work.

- **A positive process**

We aim to make our marking and feedback a positive process. The focus is on identifying strengths and recognising effort made by a child before identifying improvements. Marking is in accordance with the lesson outcome and success criteria. We make clear where the learning outcome/success criteria have been met, where they have not, and why. In both cases, we identify what the child needs to do next in order to improve future work.

- **Focus on improvement**

Our marking focuses on improvement. The aim is to have a positive effect on the next piece of work produced by the child. Future pieces of work should provide evidence of children working on the targets and development points given to them. This will then be acknowledged by teachers in order to demonstrate progression in learning. We focus on the outcomes for each piece of work when marking, and these outcomes are shared with the children before each piece is started. Children may be provided with, or collectively identify, success criteria. This helps to raise children's awareness of the specific points, e.g. content, expression, vocabulary, grammar, genre, which will be the focus of marking.

- **Consistency**

We aim to apply our marking and feedback procedures consistently across school. The outcomes from marking and feedback will be used to inform teachers' judgements on children's progress and to inform future planning. We use an agreed marking code, as this ensures that we all mark in the same way, and the children are taught to understand it.

The extent of our response to a piece of work is determined not by the number of errors found in it, but by our professional judgement. Consideration is given to what a particular child is capable of, what the next learning stages involve, and what should now have priority. Comments will usually focus on one or two key areas for improvement at any one time and not all errors will be corrected when a piece of work is marked. Feedback could link to both the curriculum focus of a lesson as well as a child's current English and maths targets.

- **Promoting self-assessment and peer-assessment**

Whenever possible, marking and feedback will involve the child directly. The younger the child, the more important it is that the feedback is verbal and immediate. We encourage children to mark, self-evaluate and peer assess (as appropriate for level of maturity and ability). We aim to promote children's self-assessment by linking marking and feedback into a wider process of engaging the child in his or her own learning. This includes sharing the learning outcomes and key expectations for the task right from the outset.

For self-assessment, the concept of identifying personal areas of strength and those to develop will be used. Much of this will be done verbally. Children may be asked to review their work against identified success criteria during self-assessment, which can also be used as a prompt for self-correction and editing.

We encourage children to respond to each other's work using the success criteria as guidance. Children will also use the school's agreed marking codes when marking the work of others.

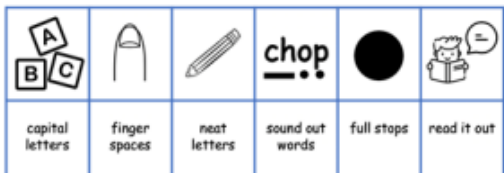
- **Reflection**

We take care to allow time, perhaps at the beginning of the next lesson, for the children to absorb any comments written on their work, to answer any questions written on it by the teacher, and also to respond with any comments or questions of their own. There may also be improvements they can work on during this time. We believe that learning is maximised when children enter into a dialogue about their work. This is also a time when we can work with children on a 1-to-1 basis.

Marking Strategies

- Summative marking - usually consists of ticks and crosses and is appropriate for closed tasks or exercises.
- Focused marking - concentrates entirely on the learning outcome of the task. The emphasis is on success against the criteria and the improvement needed. Focused comments will help the child close the gap between what they achieved and what they could have achieved.
- Self-marking – when possible, children will self-mark closed tasks, individually, as a group, or as a class. They will also be taught to self-evaluate, identifying their own successes against learning outcomes and looking for points for improvement.
- Peer Marking– children will be taught to evaluate a partner's work identifying successes against learning objectives and looking for points for improvement.

Marking Code

All teacher marking will be in green	Green
<p>The following is used in FS2 to support writing</p> 	In FS2
For capital letters, full stops and other punctuation errors (Non-negotiables)	<p>KS1 -The teacher to correct or put in using green pen KS2- The teacher to circle in green pen to indicate this needs to be corrected</p>
<p>KS1-Sp on left hand side of page and the teacher will then underline the spelling mistake using a ruler and write the correct spelling (No more than 3-4 spellings identified) KS2-Sp in the margin and the teacher will then underline the spelling mistake using a ruler (No more than 5-6 spellings identified) Children check spelling</p>	<p>KS1 write spelling 3 x KS 2 underlined word indicates Spelling error – Children check it and correct it</p>

✓- next to work	Correct
//	Paragraph
P- peer assessed	Peer Assessed
I	KS1 -I is used to indicate when a child has worked Independently without support. KS2 -I is used if necessary and responds to the child's individual needs.
S	Support
V	Indicates verbal feedback
Smiley Face followed by text	Positive and encouraging comment on work completed and indication of meeting expectations
Picture of steps or "Next Steps"	Next steps indicated or comment or question
Children's response to marking will be in	Pink

Frequency of Marking

- Marking will take place soon after the work has been completed and handed back as soon as possible;
- Marking can take place during the lesson – providing immediate feedback;
- Long-term projects may be marked on completion – children need to be told this in advance.

Marking and Feedback Procedures

The following procedures have been agreed:

- The short date will be used for Maths and Science and is underlined **using a ruler**
- The long date is used for all other subjects and is underlined **using a ruler** (In KS1 this will be expected by the end of year 2)
- Teachers will mark in green
- Children will respond to marking in pink
- MPAS (Penguin) sheets are produced for each unit in English and Maths, and termly for other subjects, then placed in children's work books at the start of a unit topic.
- The MPAS sheet is where the children will self-assess and is where the teacher will assess the learning as WT (working towards) EX (Expected) and GD (Greater Depth).
- Clear Learning Intentions are recorded at the start of every piece of work in the form of a number from the related MPAS sheet.
- Children will be reminded of the agreed non-negotiable, criteria (handwriting, basic punctuation etc) and all children will self-assess their work against MPAS at the end of the session or unit of work.
- Children are encouraged to peer assess their work when appropriate.
- AfL strategies can be used to judge progress during and at the end of the sessions.

In English:

- In KS2 children will write the long date including year and underline using a ruler
- In KS1 children will write the short date initially but by the end of year 2 will be expected to write the long date and underline it using a ruler
- In KS2 after each line / sentence a line will be left blank for editing purposes
- In KS2 two blank lines will be left to indicate a new paragraph
- If a sentence does not make sense and is grammatically incorrect the whole sentence will be **underlined in green using a ruler**
- Teachers will mark the work of their guided group either within or following the session
- Independent work will be acknowledged and a brief comment made where necessary
- Where children have demonstrated that they have achieved elements of the success criteria, the following will be used, indicated by a smiley face:
Make a brief comment about the achievement
e.g. "This is an excellent use of an adjective" – this can be highlighted if necessary
- Where the success criteria have not been met, the following should be used, indicated by steps for next steps:
Make a "closing the gap" comment to prompt the child to improve one area.
E.g. "Why do you think your character was feeling like this?" (**reminder prompt**)
OR "Can you complete the following sentence about your character?"
(**Scaffolded prompt**)
E.g. "Choose one of these examples, or make one of your own, to develop your character further." (**example prompt**)
- An arrow can be placed next to the area for improvement to show the child very clearly what needs to be changed

In Handwriting, Spelling and Grammar & Punctuation:

- A comment will be made on all marked pieces of work where common errors are occurring or when children are not producing work appropriate to their target level.
- High expectations for handwriting and presentation of work should be equally important in all subjects.

In Maths:

- The short date will be used and underlined using a ruler
- In KS2 a 2 square margin will be drawn using a ruler to ensure that question numbers are clearly identifiable
- **Open ended tasks** (e.g. problem solving/ using & applying)
Positive comment linked to the success criteria or learning intention.
Next step comment with illustration of how to improve or a question
- **Closed Questions:**
Tick for correct answers and cross for those to be corrected.
- A smiley face or steps can also be used in the same form as English marking,

Reward Systems

Marking and feedback also informs our procedures for celebrating and recognising achievement. Rewards are used for good effort, not only excellent work.

We use a range of rewards:

- Personalised praise comments
- Values Stickers

- School reward systems e.g. Dojo team points

Inclusion


Our school aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. We continually review what we do, e.g. through monitoring and questioning the performance of pupils. This informs our judgement about how successful we are at being inclusive.

Monitoring and Review

The Marking and Feedback Policy is reviewed on an annual basis, by all members of staff, and is shared with new staff as part of the induction procedures.

Date of next review – September 2024

Appendix 1:
Marking Code

All teacher marking will be in green	Green
<p>The following is used in FS2 to support writing</p> 	In FS2
For capital letters, full stops and other punctuation errors (Non-negotiables)	<p>KS1 -The teacher to correct or put in using green pen KS2- The teacher to circle in green pen to indicate this needs to be corrected</p>
<p>KS1-Sp on left hand side of page and the teacher will then underline the spelling mistake using a ruler and write the correct spelling (No more than 3-4 spellings identified) KS2-Sp in the margin and the teacher will then underline the spelling mistake using a ruler (No more than 5-6 spellings identified) Children check spelling</p>	<p>KS1 write spelling 3 x KS 2 underlined word indicates 3 x Spelling error – Children check it and correct it</p>
✓ next to work	Correct
//	Paragraph
P - peer assessed	Peer Assessed
I	<p>KS1 -I is used to indicate when a child has worked Independently without support. KS2 -I is used if necessary and responds to child's needs</p>
S	Support
V	Indicates verbal feedback
Smiley Face followed by text	Positive and encouraging comment on work completed and indication of meeting expectations
Picture of steps or "Next Steps"	Next steps indicated or comment or question
Children's response to marking will be in	Pink