



We believe that good quality marking is an important part of effective teaching and learning. It provides the opportunity for staff to assess an individual child's understanding of a concept or knowledge and to be able to feedback successes and areas for future development. It also enables children to be able to reflect more deeply about what they are learning. It is important that the purpose of feedback is clear to all those involved and that it seen as a two-way activity.

Purpose of marking:

- To inform the teacher about progression and anecdotal evidence
- To enable teachers to plan the next steps of learning and pitch work appropriately for each child
- To inform the child exactly what they have done well, what they have been less successful in doing and a brief indication of how improvement can be made
- To convey that a child's effort is valued
- To inform parents

Marking can take several forms. It can be paper based, it can be done verbally individually with a child or with a group and it can be an annotated observation. Marking should be matched to the child's ability in terms of the language used and the content. When given orally, this should take place, where possible, at the time of undertaking the work. When written, the feedback needs to be given as soon as possible afterwards and must be understood by the child. Marking is usually an activity carried out by teachers, but Teaching Assistants may also mark work.

Agreed practice:

Marking will normally be learning objective or target related. All written work will be acknowledged by marking, but with fitness for purpose i.e. some pieces will be marked in more detail where others may just be initialled by the marker. Focused comments may be added where needed to show how to improve work (a maximum of 2 areas) or why a piece of work is exceptionally well done. These comments may also relate to children's targets. More in depth comments will generally be for Maths and English work or for other curricular areas when the piece of work is for assessment purposes.

The children will be given time to read the comments and complete any further tasks given. The Hawks children will indicate that they have read any comments by writing their initials. Children will be encouraged to self-evaluate their own work at the end of lessons and over a period of time. Traffic light symbols can

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be used by the children to indicate their level of understanding for the task undertaken. More able KS1 and KS2 children are encouraged to write an additional comment explaining how they have been successful and to indicate where they feel improvements could be made. At times, children will do this for each other in the form of two stars and a wish (see marking codes below).

When marking we need to consider: the self esteem of the child, actions of previous comments and progression of previous learning and, that by using symbols we do need to make it clear that the children's work has been looked at by another person.

Symbols used for marking include:

Marking Codes:

√	Correct answer
x	Incorrect answer
•	Check the answer
_____	Incorrect spelling
~~~~	Check it makes sense
CL	Capital letter missing
FS	Full stop missing
O	A circle to show where a missing punctuation mark should be
T	The teacher talked to you about your work
H	You had help with this
TA	You had support from the Teaching Assistant
√ L.O.	You have met the Learning Objective
⬆	Your next steps

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### Coloured pens in Owls and Puffins:

Teachers will use a green pen to write comments relating to what a child has done well (green is great).

Teacher will use a pink pen to write a comment to support improvement next time (pink to progress).

### You may mark your own work:

Green      I fully understand this.

Orange     I understand this.

Red         I need more help to understand this.

### Peer assessment:

* (a star) something that you did well related to the learning objective or personal targets

A wish      something you could do to make it even better

Policy updated: 22.5.15

To be reviewed:

Signed: _____ Head teacher

Signed: _____ Chair of Governors