



Highcliffe Primary School **Marking Policy**

Date of Policy: June 2016

Aim

The aim of this policy is to ensure clear understanding of the procedures and processes of effective marking and feedback to pupils regarding their work. We aim to ensure that all children have their work recognised in a way that will improve progress and attainment and identify next steps, develop self-confidence, raise self-esteem and provide opportunities for self- assessment.

Expectations

Marking and Feedback is a positive form of communication based on the WILF/success criteria for that lesson or pupils individual targets. It can be verbal, written, pictorial or signals and could be from teacher to child, teaching assistant to a child, child to teacher or child to child. In Key Stage 2 teachers should use a mixture of teacher marking, self-assessment and peer-assessment.

- ☺ All marking to be carried out in green pen and in clear legible writing using the school handwriting scheme.
- ☺ The school symbols are used by all staff and should be on display for pupils.
- ☺ Children's reflections should be completed in purple pen where it is appropriate to move learning forward.
- ☺ Children's responses to marking should be completed in purple pen.
- ☺ Time should be given at the start of a lesson for pupils' response to marking.
- ☺ The level of support should be indicated on a piece of work.
- ☺ Identify up to 3 spellings in a piece of work, these should be high frequency words or key words. Identify these incorrect spellings using the code or by prompting children to find their own spelling mistakes.
- ☺ Identify some missing or incorrect punctuation so that attention is drawn to it. Children can be given a task to find and correct the rest.

Marking Codes/Prompts



Meeting the WILF/SC



Something I really like



Something done well



Incorrect or missing punctuation



Finger space



Spelling mistake



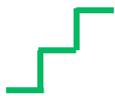
Grammar error



A word or phrase is missing



New paragraph needed



Next Step



Support (work to be marked with this when any support given with a note besides it say what support has been given and how much)



Capital Letter



Full stop



Peer Assessment

Stamper to indicate children can

taken



Listen for sounds



Verbal Feedback



Letter Formation