

# Totley Primary School



## Marking and Feedback Policy

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<b>Reviewed by:</b>	<b>Nicola Wileman</b>
<b>Policy to be reviewed by:</b>	<b>June 2018</b>

# Totley Primary School Marking Policy

## The Aim

The aim of our marking policy is to provide guidance for teaching staff to enable them to provide quality comments on the assessment of children's work and give an indication of what pupil's next steps are in their progression of learning.

## Guidance for Quality Marking

- Each piece of work that is completed by the children will be marked according to the policy.
- Teacher's mark work against the WALT and with success criteria in mind.
- Termly targets are set with the children and regular next steps can be identified with the children and highlighted in the marking.
- Children assess their own and their peer's work, using a checklist, giving the teacher an indication of how they are finding the work.
- Within every lesson, there is opportunity given for children to feedback on their progress by using the traffic light system and a 'thumbs up and down' approach.
- Teachers will use the tick and target method of marking (as identified below). The ticks will be evident in the success criteria for the lesson. The target will be written under the positive personal comments made by the teacher.
  - ✓ identifies positive aspects within each piece of work
  - → identifies a next step or area of development.
  - **WS** identifies a child has completed this work with support.
  - **ST** identifies children who are starting to achieve this without support
  - **VF** verbal feedback has been given to children. There will be response from the children in green pen.
  - **C** Pupil used concrete materials

**Please note that on most occasions, where there is a next step → it is expected that there will be an action for the children to complete.**

- Teachers will give children the opportunity to address misconceptions by setting Green Pen Work in Maths, English and Learning Journeys on a regular basis, Y1-Y6. Every 2/3 pieces of work will have GPW set and time to complete this will be given in class at the beginning of each day. **This will be identified in books as GPW.**
- Teachers will monitor completed GPW and acknowledge/mark it twice weekly.
- In KS1, this policy will be modelled and verbalised with the children with the expectation that by the end of Y1, children are becoming more independent in its use.
- Marking according to the policy is expected to be done by Teaching Assistants who are working with small groups. TA3's who are covering whole sessions are not expected to mark a full set of books. However, it is an expectation that they feedback to the teachers their observations and that teacher's use their feedback, alongside marking, for summative and formative assessments. HLTA's are expected to mark work they have taught and set GPW.

## Monitoring of Marking

At Totley Primary School marking is monitored through work scrutiny carried out by subject leaders or SLT over the course of the academic year. During staff meetings, when moderation is taking place, marking can be a focus for the session.