

Marking and Feedback Policy

"Love one another. As I have loved you." (John 13.34)

At St John's Primary Academy, we strive to follow Jesus' commandment by showing care, respect and friendship to all we meet. This is built on a foundation and commitment to educating the whole child through a broad and balanced curriculum, fostering children's aspirations and providing them with opportunities to flourish, in body, mind and spirit and to experience the joy and hope of *"...life in all its fullness" (John 10.10)*.

Statement of Intent

St. John's Primary Academy understands that the effective use of marking and feedback techniques can have a powerful influence on pupils' learning and progression. Marking is a key aspect of a teacher's responsibility and is a prominent technique for communicating with pupils. Marking is part of the school's comprehensive review of teaching, learning, assessment and achievement.

This policy aims to ensure that marking and feedback:

- Informs pupils about what they have done well and highlights areas of improvement.
- Supports pupils' confidence in learning, contributing to accelerated learning.
- Supports teachers' assessment knowledge for each pupil, to plan and establish effective next steps in their academic progression.
- Develops reliable processes in the school, which equally balance the need to provide marking and feedback and where it is appropriate to provide it.

Roles and Responsibilities

The headteacher is responsible for:

- Ensuring that this policy is implemented, monitored and remains effective.
- Assessing whether marking and feedback practices effectively balance the need to mark and provide feedback and the strain on teachers' workload.
- Reviewing this policy as and when necessary to establish whether practices are effective and consistent across all phases within the school.

Phase leaders are responsible for:

- Ensuring all members of staff within their phase are aware of the school's procedures in terms of marking and providing feedback.
- Monitoring the effectiveness of this policy within their phase and reporting their findings back to the headteacher.
- Answering any queries that teaching staff have in regards to this policy and the school's practices.


Teaching staff are responsible for:




- Ensuring that they adopt this policy when marking and providing feedback.
- Using their professional judgement to determine when it is appropriate to offer more intervention support systems than just feedback.



- Monitoring the learning of all children within their class to ensure they are making satisfactory progress.
- Ensuring that children understand the feedback they have been given.
- Allowing children to ask questions in regard to any feedback they have received.

English Marking

Symbols are used to indicate to the children what they have done well, and what their next steps are in order to improve. Our marking policy of PEN (Praise, Evidence and Next Steps) is used where green comments or highlighting reflects *Green for Good* and pink comments or highlighting mean *Pink for Think*. This feedback gives detailed evidence of what the child has done well against the skills taught, provides evidence of where this has been achieved and then provides a developmental next step which needs to be acted upon to make subsequent improvement.









P		Praise: Recognise the child's achievement with a congratulatory comment using the child's first name and ensure comment reflects the skill that has been taught.
E		Evidence identifies where they have done this well. This could simply be where there are ticks in the work (i.e. correct answers or word class) or visual symbols in English. A key phrase or concept may be highlighted.
N		Next steps: Relate comment to the 'Formative Assessment Grid' to support children in improving their work next time.

	Indicate where children have had support next to where help was given.
	Words that children are expected to be able to spell correctly, but haven't e.g. High Frequency Words, should be highlighted pink. Children should be given time the following day to self-correct.
SPx3	If children have attempted a difficult spelling, this should be written below the piece of work correctly, next to SP x3 , and children can then copy.

- In English, at least once a fortnight, there will be a planned extended write (over two or more lessons) where pupils will have the opportunity to review their work and respond to teacher comments through 'post-it' marking. This encourages children to demonstrate their understanding and immediately apply their developmental target. The expectation is that staff, through responsive marking, will acknowledge where children have applied their developmental next step and address those who have not (if appropriate). The marking policy of PEN (Praise, Evidence and Next steps) will be evident in this mark too.
- In Key Stage 1, feedback can be given verbally and written.
- Use spontaneous verbal rewards/feedback as often as possible.

Mathematics Marking

- Children's maths work should always be marked to assess their understanding and identify any misconceptions.

	Generic comments linked to the skill are not required. The class teacher should initial the piece of work to acknowledge that it has been checked.
	Green ticks indicate correct answers.
	Highlighted pink stars highlight any questions the children should revisit. (corrections)
	Reasoning bubbles capture verbal reasoning from individual children to show in-depth understanding.
	At least once a week, children should be given the opportunity to 'DIVE DEEPER'.
	Positive praise at least twice a week which should refer to presentation, quantity, resilience, reasoning etc.

How does my teacher mark my work?



P



Positives and praise will be written in green pen.

E



Evidence of skills will be ticked in green pen.

N



Next steps will be written in pink pen.

Corrections will be highlighted in pink too!

Your responsibilities:

- ✓ Acknowledge your teacher's comments underneath
- ✓ Think about your next steps
- ✓ Complete corrections neatly

PEN poster to display in classrooms