

Marking, Feedback & Presentation Policy

Version	1.0
Approving Body	
Date ratified	July 2017
Date issued	July 2017
Review date	July 2018
Owner	CEO
Applies to	All Trust Schools, all Trust staff

Version	Date	Reason
1.0	July 2017	To establish a Trust wide policy

This policy is to be applied in an age appropriate manner within individual schools. The aim of this policy is to ensure a consistent approach across Wimborne Academy Trust.

Purpose of Marking & Feedback

- To inform the child of his/her progress or achievement in a task
- To correct any errors and resolve misconceptions
- To support the child in reflecting on their learning
- To give the child guidance on how to improve future learning
- To provide information for assessment and moderation
- To inform planning

Marking or Feedback Must:

- Be completed with the children in the lesson wherever possible
- Be completed by the child wherever possible
- Be verbal wherever possible
- Be succinct and accessible to each child
- Inform the learning in subsequent lessons
- Follow the WAT marking policy

Marking & Feedback Should Not:

- Be excessive
- Intrude on the child's recorded learning

Marking & Feedback Expectations In All Curriculum Areas

All children and adults to mark using the correct colours:

Pink Tick = Correct

Green Dot = Incorrect/Needs improvement

(In English: next to the learning objective. In maths, tick next to each question)

A = Assisted (It is assumed that learning is independent if no symbol is used.)

V = Verbal conversation (In all writing: with a short explanation if it is not linked to the learning objective) where appropriate

Individualised comments referring to presentation (please see below for expectations)

In Writing

S = Spelling (an appropriate number of spellings to be addressed for each task, starting with the most basic)

P = Punctuation

G = Grammatical error (to include tense, missing/incorrect word)

These symbols are to be written in the margin (or left side of writing). If children need support in finding their mistake, it can be identified by a **green line**.

/ = Finger space

// = New paragraph

When marking extended writing, **individualised comments** should be written to guide redrafting.

Purple pen is only used in response to the teacher's marking, i.e. editing in response to teacher's symbols in the margin or individualised comments for redrafting. Self-corrections must be completed in the child's usual pen or pencil.

In Maths

When marking 'reasoning', **short individualised comments** should be written to develop their thinking where necessary.

Purple pen is only used in response to the teacher's marking. Self-corrections must be completed in the child's usual pen or pencil.

Presentation

Expectations of Presentation in all Curriculum Areas

Front covers of books should be labelled with the school name and logo, child's full name, subject, year group, class/set/teacher and WAT logo at the bottom. (A Company such as BS Educational supplies could be considered for Trust schools which will print directly onto books saving time and cost)

Date to be written (Long date for English lessons, short date for maths lessons. Other lessons at teacher's discretion.)

Title/Learning Objective written and underlined.

Handwriting to be neat and following the School's handwriting policy.

Sheets to be copied one sided, trimmed and stuck in flat.

Lines should be drawn with a ruler.

New learning to be started underneath previous learning.

Mistakes to be crossed out neatly and not erased.

In maths, 1 digit per box.