

Emmanuel Junior Academy

Marking & Feedback Policy



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'Be Respectful, Be Courageous, Be Safe'

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Vision

Marking and feedback is a powerful tool in ‘assessment of learning’ and ‘assessment for learning’. It is an essential part of teaching and learning at Emmanuel Junior Academy and supports all staff in achieving the best for all of the children. We strive for excellence in all we do.

*“Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can,
To all the people you can,
As long as ever you can.”
— John Wesley*

Introduction

This policy, which was developed by the staff team, seeks to establish the agreed minimum standards, practices and procedures for assessing pupil learning. Emmanuel Junior Academy employs assessment for learning strategies to promote effective learning and to accelerate progress through effective feedback and marking. The policy is a working document which generates and informs good practice in school. It aims to ensure a consistent approach whilst recognising that there will inevitably be differences in the feedback and marking process to reflect the needs of different age groups and curriculum areas.

Policy Principles and Aims

An effective policy must be manageable and include all members of staff who work within school. Our assessment policy is based on the principles that:

- Effective feedback informs the teaching staff of the individual needs of the pupil and the next steps for their learning

- Effective feedback ensures the child is clear as to the progress they have made and leaves them in no doubt what steps they need to take in order to move their learning on
- Effective feedback informs the parent/carer of their child's understanding of their learning, how to improve it and how to become a better learner

Guidance for marking and feedback by teaching staff

Teacher marking and feedback is most effective when:

- It happens in the presence of the children
- It relates directly to the learning objective and **steps to success**
- The children have a clear understanding of the symbols and codes used for feedback.
- It informs both the child and the teacher of what has been achieved and what needs to happen next
- The child has an opportunity to read and respond to the marking
- It is informing the teacher of learning needs which can be incorporated into future planning

Marking and feedback by teachers should take some of the following forms, as appropriate to the work

- Marking should be related directly to the learning objective/**steps to success**
- Agreed useful symbols to be used and shared with the children, along with being present in their books
- The use of green pen to promote positive aspects and draw attention to errors or areas for development within a piece of work
- A correct example given by teacher
- A request to do some corrections
- Verbal feedback to be acknowledged in books
- Use of continuous oral feedback
- Use of the pictures/photographs and mini-plenaries to model and share good examples
- Asking children to check their work again referring to **steps to success** (with time given to do so)
- Drawing attention to how children have moved on

Other expectations:

- Teachers' handwriting needs to be legible as a model for the child using cursive script.
- Not every incorrect spelling needs to be corrected by the teacher.
- Teachers will identify words learnt in previous years and the children's current spelling curriculum which are spelt incorrectly and use the 'Sp' symbol in the margin on the same line as the spelling error for children to identify the mistake and correct in purple pen.
- For children who are continuing to embed their phonic knowledge, teachers will identify any spelling mistakes from where phonic knowledge from previous and current learning has not been applied. An 'S' will be placed in the margin and that spelling will be corrected.

Guidance for peer/self-assessment

Peer and self-assessment have a key role to play in marking and feedback. They empower children to take control of their learning.

In line with AfL strategies, within most lessons children should have opportunities to assess their progress (or that of others) against agreed steps to success.

Children need to be trained in how to peer and self-assess meaningfully and to benefit the learning. They need to be confident using the appropriate subject-related symbol. A purple pen should be used by the children to ensure visibility and distinction between pupil and teacher comments.

Expectations

1. Knowledge based learning objectives will be shared and understood in all lessons
2. Through teaching the small steps to achieve the knowledge based learning objective all children will be able to explain the steps to success in achieving the LO (I need to)
3. Enquiry questions will be shared and understood for learning in the wider curriculum however
4. Through teaching the small steps to answer the enquiry question, all children will be able to explain the knowledge they have gained to answer the question (I know that)
5. The learning objective is displayed in the classroom for every lesson and recorded in books
6. For every piece of learning in books the children will tick or dot against the learning objective in the margin indicating their self-assessment. Teachers then tick or dot reflecting their thoughts about the learning at the end of the LO.
7. All marking needs to be completed in green pen
8. Apart from the outcomes recorded in jotters, all pieces of work in books should be acknowledged in line with the approaches listed above: i.e. either through teacher marking, peer marking or self-assessment.
9. For subject specific expectations, see appendix

Detailed marking

- For English and Maths, there should be a fair balance of teacher and child marking (appropriate to the age of the child), however the teacher must always maintain the strategic overview.
- Teachers should also be conscious of checking the quality of peer and self-assessments made by children.
- For foundation subjects there should be evidence in books of teacher, peer and self- assessment. Written feedback will not be given on every piece of work, but will be given on a cumulative piece of built-up work. Comments written in the books by the teacher or pupils should reflect how children were successful in meeting elements of the **steps to success**, or achieving the learning objective, using the appropriate marking codes. Children should be given opportunities to feed back their comments about other children's work in the books throughout the year.
- Cover/Supply teachers need to mark and initial all work.

Agreed generic symbols for marking and feedback

- | | |
|----|---|
| T | - Your teacher helped you. |
| TA | - The teaching assistant helped you. |
| I | - You did this on your own without any help. |
| √ | - You have done this right or something we like |
| | - Change the word for a more expressive one |
| Sp | - A spelling mistake. |
| Λ | - You missed one or more words out. |
| // | - You need to start new paragraph. |
| P | - Your punctuation is not quite right. |
| VF | - Your teacher has spoken to you about your learning. |
| ✓ | - LO/enquiry question achieved |
| • | - LO/enquiry question not achieved |
| • | - Incorrect |

Follow up to feedback and marking

Follow up is essential after marking. Teaching staff will utilise a variety of approaches to ensure that all pupils are given the opportunity to respond to marking and feedback.

Pupils will be given time to:

- Reflect upon distance marked learning
- Respond to comments with time to edit and improve
- Discuss the feedback with teaching staff

Parents

It is vital that parents are aware of how marking and feedback works at Emmanuel Junior Academy. Parents can find the policy on the school website and view their children's work during open evenings.

Monitoring

Marking and feedback will be monitored by the Senior Leadership Team:

- Book Scrutiny
- Planning Scrutiny
- Lesson Observations
- Pupil Progress Meetings
- External reviews including OFSTED

Subject specific expectations

English:

- During the explore phase the writing is not intended for marking
- During the practice phase outcomes will be teacher and self/peer assessed, edited and improved using the marking symbols and improvements made against the LO
- During the compose phase children will be given the LO and STS which relate to what has been practiced. The children and teachers will assess against each STS. Outcomes will be edited and improved using the marking symbols. Teachers will identify a paragraph for the children to redraft.

History, geography, RE:

- Throughout each topic all outcomes will be acknowledged with teacher and self/peer assessments made against the LO
- For the final assessment piece the children will be provided with the LO and children will create their own STS for what they need to include in their assessment piece. The teacher and child will assess against the LO and STS and learning will be edited using the marking symbols

Maths:

- All learning is acknowledged and the LO assessed by teacher and pupil
- Correct answers are indicated with a tick and incorrect answers with a dot

All other subjects:

- For all other areas of the curriculum we follow the procedures set out in this policy