

# Charlton House Independent School



Love One Another'

## MARKING AND FEEDBACK POLICY

Reviewed and approved by the full governing body - September 2023  
To be reviewed by FGB September 2025

<b>Date</b>	September 2023			
<b>Reviewed by</b>	FGB			

Charlton House Independent School - September 2023 Review date: September 2025

## **Marking and Feedback Policy**

The purpose of this policy is to make explicit how pupils' work will be marked and feedback given. All members of staff are expected to be familiar with the policy and to apply it consistently.

### **The need for a marking policy**

It is important that the teaching team provides constructive feedback to pupils, both written and orally, focusing on success and improvement needs against learning intentions. This enables pupils to become reflective learners and helps them to close the gap between what they can do currently and what we would like them to do.

We recognise that the teaching team consists of teachers, learning assistants (LA's), and any other specialist teachers employed by the school.

## **The Principles That Guide the School's Approach to Marking and Feedback**

### **Marking and feedback should:**

- ◆ Be manageable for the teaching team and accessible to the pupils.
- ◆ Relate to the learning intention.
- ◆ Involve the teaching team working with the pupils.
- ◆ Give recognition and praise for achievement and clear strategies for improvement.
- ◆ Allow specific time for pupils to read, reflect and respond to marking where appropriate.
- ◆ Respond to individual learning needs taking opportunities to mark face-to face where appropriate.
- ◆ Inform future planning.
- ◆ Use consistent marking code within Key Stages.
- ◆ Ultimately be seen by pupils as a positive approach to improving their learning.

### **The effect of marking on attainment**

Research has shown that consistent and effective marking, as documented in this policy, has a significant impact on raising achievement. Developmental comments alone raise standards as they help pupils to understand the main purposes of their learning and thereby grasp what they need to do to improve.

Teachers should use a mix of strategies to motivate and encourage pupils'

enthusiasm to learn through: Suggesting alternative ways in which they can improve their work; positive acknowledgement of correct work; encouraging comments on areas for development.

Marking and feedback should be immediate where possible. Staff can mark pupils' work whilst giving verbal feedback using green, pink or blue highlighter or pen where tasks are short and marking is quick. In this way, pupils can respond immediately during the lesson. More detailed, quality marking is to be completed prior to the next lesson where possible so pupils' can act upon feedback.

Fundamentally, when evaluating pupils' work and providing feedback, this should lead the child to:

1. know the purpose of the piece of work;
2. know how the extent to which they have achieved;
3. know how to move closer to the desired goal, e.g. their target.

### **The methodology of marking pupils' work**

The following are methods of marking and feedback, however a minimum of one in every third piece of work in a subject should be quality marked.

#### **Oral Feedback**

It is important for all pupils to have oral feedback from a member of the teaching team. This dialogue should focus upon successes, areas for development and to set targets for future learning. This would be particularly appropriate within the physical education, art, DT and forest/eco school areas (see subject specific marking and feedback guidance in appendix).

#### **Summative Feedback / marking**

This is associated with closed tasks or exercises where the answer is either right or wrong. The Pupils, as a class or in groups, can also mark this.

- Green pen is used to identify 'Green for Growth', i.e. incorrect answers
- Pink pen is used to identify 'Tickled Pink', i.e. correct answers.
- Blue pen is used to identify exemplary work 'Brilliant Blue', i.e. exceptional work, all correct - this will result in a Head Teacher's award.

#### **Formative feedback / marking**

Not all pieces of work can be quality marked. Teachers need to decide whether work will simply be acknowledged or given detailed attention.

Acknowledgement should always relate to the learning intention.

#### **Quality Marking.**

Teachers should focus first and foremost upon the learning intention of the task. The emphasis should be on both successes against the learning intention and/or the improvement needs of the child.

When quality-marking teachers:

- Read the entire piece of work.
- Highlight where the child has met the learning intention in pink pen for 'Tickled Pink' using the marking key and indicate clearly a focused area for development marking in green pen for 'Green for Growth' with a comment linked to this, which will help the child improve their future learning.
- Blue pen can be used for exceptional work or when all work is correct. This will result in a Head Teacher's award.
- Spelling, punctuation and grammar need not be marked in every piece of work but are marked using the marking key.
- All pupils should have a comment.
- When possible and appropriate, pupils should be given a comment, which will extend their thinking or support their learning.

Beware: some questions elicit a yes or no answer, and that is what you get. So if using a question, ensure that you will receive an appropriate answer.

### **Marking and Feedback in the Early Years Foundation Stage**

- In the Foundation Stage, marking and feedback strategies include: Verbal Praise
- Stickers and stamps
- Written annotations, short and narrative observations (written) Annotation of work and photographs by staff
- Pupils beginning to annotate their own work and pictures
- Oral dialogue with Pupils about their play, work or special books Use of marking key

### **Pupils' response to the comments**

#### **Self-Marking and evaluation**

Pupils should be given time at the start of the day or lesson, to read and consider the written feedback (Green for Growth and Tickled Pink) the teacher has provided. Specialist foundation subject teachers should put marked books in a 'read and respond' tray in the child's classroom so that they can access it for morning work before the next lesson.

Pupils should be encouraged to ask for clarification, if they do not understand a comment and should be clear about what they need to do in their next piece of work, as a result of the feedback they have received.

Pupils should be encouraged, where appropriate, to respond to the written feedback, either verbally or by writing a reply. They will use a purple pen to

respond to all feedback.

Pupils respond to green for growth within their work using a purple pen, writing the correction above their original work, e.g. a correct spelling.

Sometimes pupils should be encouraged to self-evaluate and older pupils should be encouraged to identify their own successes and look for an improvement point. The plenary can then focus on this process as a way of analysing and learning.

Pink and green coloured pencils or highlighters are used for self evaluation.

Pupils should be given the opportunity to evaluate the work of their peers and provide suggestions for improvement.

### **Monitoring and evaluating this policy**

This policy will be monitored through further consultation with staff and through the planned reviews. Pupils' workbooks will be monitored by the SLT group and subject leaders, with written and verbal feedback given to individual members of staff. Where appropriate, members of SLT will highlight good practice and areas for development, in a summary document, for all staff to consider and discuss.

### **Subject Specific Marking and Feedback**

The following guidance is in addition to the requirements of this policy.

#### ***Maths***

In Numeracy all pieces of work should be marked.

#### **Investigative and Practical work**

Where a child has undertaken an investigative or practical task, there should be a quality comment, which reflects their formative and summative assessment.

Pupils should be given the opportunity to self evaluate.

#### ***Literacy***

Pupils should be given the opportunity to self-evaluate using green and pink coloured pencils.

When marking extended writing, there needs to be three comments: two to emphasise and praise a successful aspect of the piece and one to highlight an area for improvement as identified by their target and objective for the work.







#### **PE, Music, Art, DT and Forest/Eco School**

Subjects such as PE, Music, Art, etc., should use oral feedback to support the Pupils' learning and development. This could also include opportunities for the Pupils to positively evaluate the work of their peer's performance. If written work is

completed, the principles of quality feedback and marking should be applied.



## Charlton House Marking and Feedback Guide

	<b>Tickled Pink:</b> This is where you have achieved your learning objective.
	<b>Green for Growth:</b> This is where you could improve your work.
	<b>Brilliant Blue:</b> Wow! This is amazing - go and see Mrs Pay for a Head Teacher's award!
	<b>Purple Polishing Pen:</b> This is where you respond to feedback and/or edit your work.
<b>FEEDBACK CODES</b>	
 <b>Next step</b>	<b>P</b> <b>Missing punctuation</b>
<b>C</b> <b>Missing capital letter</b>	<b>T</b> <b>Change of tense needed</b>
<b>Sp</b> <b>Spelling correction needed</b>	<b>VF</b> <b>Verbal feedback given</b>
 <b>Correction needed</b>	<b>I</b> <b>Independent work</b>
<b>WS</b> <b>With support</b>	<b>G</b> <b>Group work</b>
<b>/</b> <b>New line</b>	<b>//</b> <b>New paragraph</b>

