

## The Priory School Marking and Feedback Policy

We have a consistent approach to marking and feedback and therefore have a school marking policy and a marking code. All pupils are entitled to regular and constructive feedback on their learning, therefore all teaching staff will give feedback and mark work as an essential part of the assessment process.

### Aims

We give feedback and mark pupils' work in order to:

- show pupils that we value their work and encourage them to do the same
- boost self esteem and aspirations through use of praise and encouragement
- give pupils specific information on the extent to which they have achieved the learning question and how to further improve their work
- check whether pupils have achieved the learning question, identify misconceptions and use this information to inform future planning
- share expectations
- promote self assessment – through modelling and questioning we support pupils in recognising their achievements and where they can make further improvements
- to inform the individual tracking of progress

### Principles

- Feedback and marking should be meaningful to pupils, teaching staff and parents.
- Oral feedback should be given during the lesson allowing pupils to think about their learning and make improvements to their work there and then. This is often the most appropriate form of feedback for our pupils.
- Lots of praise and encouragement will be given to pupils during activities and when activities have been completed. A **Well Done Slip** will be given for exceptional effort or producing a good piece of work. The celebration assembly on a Friday also allows us to celebrate pupils' efforts and achievements.
- The date and the learning question will be written on every piece of work either by the pupil or member of teaching staff.
- Marking should be done as soon after the lesson as possible. Pupils will be given time to look at their marked work and reflect upon their learning. When appropriate, pupils will be given time to make further improvements/complete corrections.

- Pupils will think about their learning and self assess in all lessons, using a variety of strategies, including AfL strategies – smiley face fans/traffic lights/thumbs up. (see marking code)
- Where appropriate (depending on the ability of the pupils and the nature of the activity) pupils will be encouraged to mark their own work engaging them in the assessment process. Work must still be marked by teaching staff (this could just be a symbol – see marking code) Where appropriate, pupils will be taught to highlight successes in their work (related to the remember to... points in the lesson) using colour coding. They will make improvements to their work using the same coding.
- Work will be marked in relation to the learning question and remember to... list and when appropriate the pupil's own I.E.P. target. Marking will not solely focus on secretarial errors.
- Some work will be quality marked in detail by teaching staff e.g. a positive comment linked to the learning question and remember to...list and then a suggestion for how to further improve the work.
- All pupil work will at least be marked with a symbol (smiley face – KS3, traffic light –KS4) to show the extent to which the pupil has understood the learning question. The marker's initials will be written in brackets next to this symbol. An **I** (independent work) or an **S** (supported work) will also be written on every piece of work.
- Witness statements may be written to qualify pupil achievements in practical tasks/speaking and listening activities.
- In KS4, pupils will be made aware of the different qualifications they are working towards. Marking in KS4 may, where appropriate, link to examination levels e.g. EL1/2/3.
- Pupils' work can be marked by the teacher or the TA. If the TA is supporting a group, it is often more appropriate for the TA to mark the books of the pupils they have been supporting.
- All staff, parents and pupils will be made aware of the marking code and its purpose. Pupils will be taught what the different symbols mean and will be given time to look at marking of their work.

# The Priory School

## KS3 Marking Code

All teaching staff will mark in **green**.

Excellent! You understood the lesson.

Well tried. You needed a little bit of help.

Well tried. You didn't really understand. I will  
help  
you with this.

**(A.S.)** Initials of the teacher/T.A. that marked your work.

**WP** The teacher/T.A. talked to me about my work

**I** Independent work

**S** Supported work

\_\_\_\_\_ **sp** Spelling mistake

○ Punctuation mistake

// Start a new paragraph

# The Priory School

## KS4 Marking Code

All teaching staff will mark in green.



Excellent! You understood the lesson.



Well tried. You needed a little bit of help.



help

Well tried. You didn't really understand. I will  
you with this.

**(A.S.)** Initials of the teacher/T.A. that marked your work.

**WP** The teacher/T.A. talked to me about my work

**I** Independent work

**S** Supported work

\_\_\_\_\_ **sp** Spelling mistake

○ Punctuation mistake

// Start a new paragraph