

## Horspath Primary School

### Marking Policy

Horspath C of E Primary School values and supports all of its members as individuals. It is a happy, welcoming and safe environment which promotes learning and self-confidence. We are a church school:

- Where children from all cultures and faiths thrive, learning skills and behaviours that will guide them their whole lives.
- That underpins teaching, learning and daily school life with the Christian values of forgiveness, respect for others, truth and a sense of accountability.
- Where all children from every background have the very best that the school community can give them so that they are challenged and inspired to achieve their full potential.
- A school that encourages work and play across the age range so that children

**The purpose of Marking Policy is to ensure continuity and uniformity in marking across the school. Pupils will know what to expect and how to respond to marking. Teaching staff will know how to approach marking and what the pupils' expectations will be.**

#### Aims

- To encourage pupil understanding of their own progress
- To support pupils in identifying their next steps and how they can achieve them
- To identify when pupils need additional support to achieve their next steps
- To ensure that pupils receive praise and encouragement when they have done their best
- To motivate pupils who have made as much effort as they can
- To reinforce the importance of high standards in presentation and handwriting
- To ensure that pupils recorded work is reviewed and acknowledged regularly

#### The Process

- To work alongside the child as much as possible when marking work
- To give verbal as well as written feedback, particularly for younger pupils or those who are unlikely to be able to read the teacher's comments
- To mark work in an appropriate manner i.e. reflecting the age/development stage of the child
- Teachers will moderate marking across the school, supporting and learning from the best practice of other teachers

#### Teachers and Teaching Assistants

- Mark pupils work in depth at least once in every unit of literacy and numeracy or at least once every two weeks
- Items in a piece of work should be highlighted as:
  - Pink (perfect) - good examples of having met the learning objective

- Green (growth) – next step in learning, a request for another example, a challenge/question for the pupil to respond to (a Green Challenge) or a worked example for the pupil to follow
- Targets are given following a piece of work completed for assessment before a literacy unit (cold text). These targets will be fixed into a pupil's book for them to refer to during a unit. They will also be used by teachers to track learning during the unit and followed up with the pupil at the final assessment at the end of a unit (hot text) which will also be fixed into each pupil's book
- Teachers will clearly state learning objectives at the beginning of a task. In depth marking will focus on the objectives of the lesson
- The symbol "V" in a circle will indicate where verbal feedback has been given to a pupil about their work
- Pupils will be able to mark their own and others' work by referring to the lesson objectives and success criteria
- At all times teachers will expect neatly presented work and give support to those who find this difficult
- Teachers will share good examples with the whole class to encourage good practice. Teachers will share with the children through written and verbal forms why a piece of work is good or how it could be improved
- Work in D.T. and Art should be discussed in small groups as an informal method of marking
- All written comments by the teacher will be in ink
- All marking will be clearly written so children can read and understand
- Each spelling, punctuation, grammatical error will not be addressed in every piece of writing. Spelling, punctuation and grammar will be corrected in a manner which is focused and beneficial to the child. High frequency words, e.g. and, but, then, when, there, because etc. will be prioritised and corrected and in line with age related expectations. Technical vocabulary will also be corrected, e.g. 'rhombus' (in maths) and 'electrical circuit' (science)
- When work is finished, children will be asked to check for errors and correct these with a purple pen (Purple Pen of Power)
- Children will be given opportunities during the week to read their feedback, make the required corrections or complete the extra task set for them. The teacher will acknowledge this when the book is next marked

### **Communication**

- The marking policy will be communicated to pupils through class discussion. The policy will be shared with parents through the school website
- Regular supply teachers and student teachers will find a copy of the marking policy in the staff handbook
- All supply teachers must mark their own work and inform the teacher of any findings
- Student teachers should mark work they have set. All work marked by students will be monitored by the class teacher.

Revised: March 2017

Signed



For review: March 2019