



Marking and Presentation Policy

Policy Title	Marking and Presentation Policy
Statutory	No
Policy Version	2
Policy Author	Mrs A Majcher
Ratified By	FGB
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Review Period	Annual
Next Review Period	September 2021
Distributed To	All Staff
To be published on website	No
Changes to this policy	<p>Additional sections about marking/ giving feedback safely in accordance with Covid-19 risk assessment added. These are indicated with '*C19 update' and are temporary changes for the duration of additional safety precautions in school.</p> <p>Addition of handwriting expectations to the presentation section.</p>
<p>This policy has been impact assessed against race, gender and disability and no adverse impact has been identified.</p>	

The purpose of our marking policy is to assist in monitoring the children's progress, move the children forward in their education and provide an audience for their work.

Aims

Our marking should:

- further the progress of the individual child
- enable the teacher to monitor and give positive feedback whenever required
- be a means of communication between teacher and child
- provide an ongoing record of the child's progress
- assist the teacher in forward planning.

Objectives

Our marking:

- whether written or spoken, will encourage the child to improve his/her performance
- with the child, will develop the child's self-assessment skills and encourage him/her to reflect upon his/her work and set targets for improvement
- will aid the formative, diagnostic, summative and evaluative assessment of each child.

Method

In order to make marking motivational, comments should be positive in tone and remarks which humiliate rather than inform, are not used.

Quality Marking

Quality marking will be in black pen and will relate directly to the learning objective or steps to success (success criteria), if these have been used. A focused challenge to extend or fixing task linked to the LO and the steps to success will be given and the pupil is expected to respond to this. The achievement of the LO will be indicated by a yellow highlighter dot next to the LO. (Quality marking is not a written commentary of what the pupil has achieved.)

In maths, English and science books, a different group will be quality marked on a daily basis. Pupil premium pupils will also receive daily quality marking*. In all other subjects a different group will be quality marked on a weekly basis.

*C19 update – Where possible teachers should aim not to take pupil books home and should aim to complete marking in school. Teachers will follow appropriate hygiene precautions and wash hands with soap and water following marking sessions.

Live marking, as the teacher works with pupils and groups of pupils, is encouraged and self or peer* marking is expected in maths and English at least once a week.

*C19 update – There will be no peer marking at present. Where appropriate partner discussion may be used as part of the revision process.

Highlighters will be used in English, maths and science books – a yellow highlighter pen will highlight two positive aspects of the work and a pink highlighter will indicate an area of development. This pink area should be directly linked to the fixing task.

All other books will be ticked and marked for punctuation, grammar and key spellings. A maximum of five mistakes will be underlined by the teacher.

There must be a discernible teacher presence and evidence of marking on every page.

Agreed marking symbols to be used in the margins of books or at the side of other work. These may be used by adults, or by pupils when peer marking.

The following symbols will be used:

	Shown As: On the side/In the Margin
Capital Letter	C
Punctuation	P
Spelling	Sp
Omissions	^
Reversals	R
Grammar	G
Paragraphs	L
Verbal Feedback	V
Handwriting	H
Teaching Assistant	TA
Independent work	I

The children should be given time to respond to marking corrections. Corrections are written under the piece of work by the child. Spellings, to be written out correctly 3 times. Written work will be corrected, as appropriate, across the curriculum and priority given to subject concepts.

Written and oral comments should:

- Be positive and constructive so they affirm and celebrate success, and encourage future learning
- Serve to challenge and encourage pupils to reflect
- Give attention to key vocabulary.

Marking and comments should reflect the objectives for that lesson and if the teacher has asked a question a response, either written or oral, should be expected from the child.

*C19 update – In order to minimise teacher contact with a range of pupil books within a single lesson teachers may instruct pupils to highlight aspects of their work themselves under supervision as part of a learning discussion. Teachers may also use clipboards to write on stickers, to add comments to pupil books, while remaining at a safe distance from pupil faces.

Marking Pens

Teachers will mark in black and use highlighters as specially mentioned above. Children will self/peer mark using a green pen.

Presentation

All books will be treated with respect and not be defaced in any way. Only glue sticks will be used in exercise books. All work written on paper which requires gluing in to the exercise book will be trimmed accordingly. Pencil crayons will be used for colouring. No correcting fluid will be used. Children will write in blue roller ball or fibre tip pens. Biro's are not acceptable. Ink erasers may be used when the child writes in pen.

Maths – to be written in pencil only. All number work will be written vertically down the page and the page divided in half. Other work will use the page in a conventional way. A two square margin will be drawn on the page. The date will be written in the short way using slashes followed by the title and / or learning objective, both will be underlined.

Whenever necessary margins will be drawn on the lined pages of books.

In preparation for their next stage of schooling, Year 6 will write in pen in their maths books after the SATs.

The date will be written in full beginning from the left hand side of the page, a line missed then the title or learning objective will be written on the line below. Both will be underlined. A line will be missed again before work begins.

Handwriting expectations

Handwriting is a school priority in 2020, in recognition of the decreased handwriting during lockdown. Each class teaches handwriting daily. Teachers will maintain high expectations for handwriting in all subjects and expect pupils to correct or improve handwriting not up to their normal standard.

N.B. In instances where pupils have particular motor skills needs, they will be supported with specific activities to help them progress.

Displayed Work

- All work to be displayed will be read and corrected by the teacher.
- It will be the best effort the child is capable of.
- It will be appropriately mounted and displayed with the audience in mind.
- Displays will be maintained and changed accordingly.
- Learning objectives and explanations will be included on every display.
- All work will be named.

Monitoring

This policy will be monitored as subject co-ordinators evaluate children's work and reviewed annually by the whole staff.

Marking Symbols

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