



# Beechwood Primary School

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## Marking Policy

### Introduction

This policy has been formulated to provide consistency of good practice amongst staff at the school. It will also assist student teachers and supply staff to maintain this consistency.

### The aims

- To show that a pupil's work is valued, appreciated and enjoyed.
- To promote a pupil's self-esteem through positive feedback and recognition.
- To help a pupil improve his/her work by drawing attention to areas for development.
- To inform the teacher's future planning, diagnosis and assessment.

The depth and detail of marking may vary according to the pupil's age and ability. Our aim is not to correct all the mistakes but provide useful information to the pupil.

### Guidelines for marking work

- All work should be marked.
- Work should be marked before the next lesson in that subject.
- Work must be marked in green ink.
- Success criteria is generated with the pupils and work should be marked according to this criteria.
- Every piece of work will have a success identified, linked to the learning that has taken place (title). How the pupils did against the learning will be indicated by:
  - ✓ - working towards
  - ✓✓ - expected
  - ✓✓✓ - mastered
- PPA staff are expected to mark the work they have taught.
- Supply staff are also paid to mark work taught, up to 1 hour.

### Next steps and children's response to marking

- Minimum of once per week in English and Maths (and for *all* extended pieces of writing), a positive comment will be given by using a \* and a next step prompt or question needs to be provided for the child in order to move their learning forward. This will be indicated by an ⇒
- Teachers may add next steps to additional pieces of work at their discretion and using their own professional judgement.
- Children respond to the teacher's comments by making their improvements/corrections using a 'Purple Pencil/Pen of Power'.
- Time will be dedicated to improvements under the name of 'Fix It Five'.

### Abbreviations and Symbols

- A 'VF' will be written when verbal feedback is given. In KS1 this should be accompanied by a simple summary of the next step given. In KS2, this must be accompanied by a comment from the children outlining the success and next step identified.
- A supported piece of work should be indicated by 's'
- A heavily supported piece of work should be indicated by a 's+'
- If there are no initials, it means the child has completed the work independently
- ♯ - finger spaces needed
- A – Capital letters
- . – full stop

### **Self/peer marking**

- On occasions it may be appropriate for a child to evaluate a peer's work in a constructive manner.
- Children are encouraged to self-evaluate or self-mark where appropriate.

### **Subject-specific guidance**

#### **Maths**

- Maths work is marked with a tick, cross or letter C. The letter C means that the pupil must go back and correct the mistake – they must not erase the original answer. Corrections are to be made using the 'Purple Pencil/Pen of Power'.

#### **English**

- For next steps, symbols and technical vocabulary to be used
- Up to 3 incorrect spellings of the *common exception words* should be underlined. In KS1, these should be written in the margin and the pupils write them. In KS2, the children have to use a word bank/dictionary to find the correct spellings and write them three times in the margins.

#### **Science**

- Every other week, a next step comment should be given to children and they need to respond in purple pencil.

# **Marking Policy**

Reviewed: **March 2016**

Next Review: **March 2018**

Governor's Chair of Curriculum & Welfare: **Mrs Rakhee Sharma**

Signed by Head Teacher: **Mr G Davies**