

Marking and Feedback Statement

St Mary's and St Vincent's

September 2023

Marking and Feedback across the Federation is designed to take into account the progress of each pupil as well as the work load expected of the staff marking children's work. With this in mind we think that marking and feedback should follow the ideas below.

It should be meaningful, that is it should first and foremost allow the children to move forward and make progress. This does not mean that written feedback is needed for each lesson rather a variety of different forms of feedback could be used from verbal to a written comment.

It should be manageable, that is staff need to be able to manage the amount that is expected of them in order to create a good work life balance which does not affect the progress of the children.

It should be motivating, that is it should motivate and encourage children to want to make progress. It is important to acknowledge the work a child has done and to celebrate the progress already made

This statement is about ensuring a shared language and shared expectations for marking and feedback across the Federation. With this in mind the following is a set of guidelines of expectations.

Presentation of work

Date and LO (Learning Objective) in every book for every piece of work except RE- These do not need to be underlined
Date and LF (Learning Focus) and a number (which focus) for all work in RE
All maths to be completed in pencil
When a child has a pen licence all written work to be completed in blue pen
All diagrams drawn and labelled in pencil
All editing and next steps to be completed by children in purple pens
All written marking by staff to be completed in green pen

Codes used to show if LO/LF has been met and levels of support

*	Exceeded LO
✓	Achieved LO
→	Did not achieve LO
a	Some adult support needed
A	A lot of adult support needed

Codes to be used when marking books

CL	Capital Letter
Sp	Spelling
^	Omission
?	Unclear meaning
T	Tense
Gr	Grammar
//	Paragraphs
P	Punctuation

What work to mark

All work must be acknowledged by an adult.

There is an expectation that the following will occur in each subject

RE	All pieces to be marked and recorded on feedback sheets, using the above codes, against the standards for each lesson.
English	All pieces to be marked and recorded on feedback sheets, using the above codes. Misconceptions and errors to be identified and shared with the whole class for correction.
Maths	All pieces to be marked and recorded on feedback sheets, using the above codes. Misconceptions and errors to be identified and shared with the whole class for correction.
Science	All pieces to be marked and recorded on feedback sheets, using the above codes. Misconceptions and errors to be identified and shared with the whole class for correction.
History	All pieces to be marked and recorded on feedback sheets, using the above codes. Misconceptions and errors to be identified and shared with the whole class for correction.
Geography	All pieces to be marked and recorded on feedback sheets, using the above codes. Misconceptions and errors to be identified and shared with the whole class for correction.

When corrections are made there is an expectation that they will be completed by the children using their purple pens and that staff will allow time for these to be done in the following lesson or at some other suitable time. (eg early morning work)

Marking and feedback sheets are to be filled in a file which is clearly labelled and accessible to all in the classroom.