

Camblesforth Community Primary Academy

MARKING, FEEDING FORWARD AND PRESENTATION POLICY



Responding to children's work is an integral part of feeding forward next steps to children. A focussed response will enhance children's learning, enable more rapid progress and lead to raised standards and confident learners.

OBJECTIVES

- Marking should be meaningful and help children to understand the next steps needed to make progress.
- Marking will raise standards by highlighting what children have done well and feeding forward the next steps when appropriate to inform children how to improve their work.

GENERAL CONTEXT

- Rich conversation when marking around improving work and children will as much as possible respond to marking and feedforward immediately in lessons.
- If all marking and responding to feedforward is not possible, children will respond to marking and verbal feedback as soon as possible after the lesson.
- All recorded work will be acknowledged with green highlighter for work that has achieved elements of the success criteria, purple for areas of work that need further progress.
- Any comments written by adults will be in black pen.
- Children will be given time to respond to marking to improve their work further when feed forward comments are given which will then be checked by an adult.

- When responding to feedforward comments after a session or during improvement time, children will underline in green pen when they have self assessed areas of work that has achieved the success criteria and use purple pen for areas that need improving.
- All written work will be marked using either Wave 1 or 2 depth of marking depending on the level of marking required for that specific piece of work.
- The attached marking symbols will be used consistently across all subjects.

Wave 1 Marking

- Work will show progression through a skill/genre/knowledge which may take several days.
- Written work is live marked using green and purple highlighters with immediate verbal feedforward comments to improve work.
- If written work is not fully responded to during sessions, work will be marked using green and purple highlighters and teachers will discuss improvement with children during feedforward time and children will be given time to uplevel their work.
- Children will write in purple pens when upleveling.

Wave 2 Marking

- Limiting judgements will be used as the success criteria during the progression through a skill/genre/knowledge taught for children to use as targets to improve.
- Work will show drafting, feedback. editing and upleveling.
- During the session teachers will respond to work with live marking where appropriate with immediate conversation around feedforward. Teachers will mark books using green and purple highlighters and make comments when children are using chromebooks.
- When written work is not fully responded to during the session, marking using the green and purple highlighters with bubble and block feed forward comments if necessary will be completed by the adult before the next session. Children will then have time to respond during the next session to improve their work.

SELF AND PEER ASSESSMENT

- As many opportunities are built in for self and peer assessment.
- Work will be underlined in green pens when elements of success criteria have been identified and underlined in purple pen, parts of work that needs improving.
- Peer marking will be acknowledged with the child's initials who is marking the work.

EXPECTATIONS

WRITING

- **There will be a minimum of three pieces of recorded written work each week with one extended piece of writing using drafting and editing that is Wave 2 marked over a two week period.**
- Writing will be either written directly into writing books or, written on chromebooks, copied and put in writing books.
- Writing opportunities books will have evidence of writing across all subjects.

MATHS

- **There will be a minimum of three pieces of recorded work each week plus a 'Have A Go' piece of work.**
- A 'Have A Go' piece of work will focus on a key skill/knowledge previously taught and will be Wave 1 marked with opportunities to uplevel with support where necessary.

READING JOURNALS

- Work in reading journals will be Wave 1 marked.

PRESENTATION OF WORK

AIM

We aim to be consistent in the presentation of children's work across all years so that children demonstrate a pride in their work. To achieve this:

- All children from Reception to Year 6 will use cursive handwriting, which will be practised at least three times a week.
- Early Years will assess when Reception children have sufficient letter understanding and will then teach cursive handwriting.
- Children will write in pencil until Year 6 when they will write in blue pen, which will be provided for by school.
- Children who struggle with handwriting and pen control will be provided with appropriate pens/pencils to aid pen control.
- The date will be written on the left hand side of the page.
- In any written piece, the date should be written in full, i.e. Monday 2nd October 2017.
- In maths books, the short date will be recorded, i.e. 02.10.2017.
- One line will be missed after the date before writing the title then another line missed before starting the task with the title will be in the middle of the line.
- Children should miss a line to indicate a new paragraph.
- All underlining will be done using a ruler.
- All book covers are kept free of any scribbles or marks.
- Tippex is not allowed to be used by pupils.
- When a mistake is made, a single line is drawn through the mistake.









MONITORING AND EVALUATION

Implementation of this policy will be monitored through book scrutinies, learning walks and teacher tracker.

CONCLUSION

We aim to be consistent in the presentation and marking of children's work across school and this policy outlines how we intend to equip pupils with the skills, confidence and motivation to secure continuous improvement.

HOW HAS YOUR WORK BEEN MARKED?

	<p>If the green bubble has been ticked by the teacher on your marking grid, you know you have achieved the learning objective. If there is a separate green bubble with a comment, you will know that there is something really positive to say about what you have achieved.</p>
	<p>A purple block either on the marking grid or at the end of your work means that this is a feed forward comment (target) to improve your work.</p>
	<p>If any work is highlighted or underlined in green, this shows good work has been achieved linked to the success criteria.</p>
	<p>If any work is highlighted or underlined in purple, this shows work that needs improving.</p>
	<p>A spelling mistake will be underlined in purple and the correct version will be written either above or in the margin.</p>
	<p>If a gap is highlighted in purple, this shows that a word or something is missing.</p>
	<p>This means you could have started a new paragraph.</p>
	<p>This means you have achieved 2 gems for great work.</p>