

Church Eaton Primary School					
Approved by:	CHURCH EATON PRIMARY SCHOOL LAC	Issue date:	September 2022	Review date:	September 2023
Written by:	Mr Simon Shaw	Policy Title: Marking and Assessment Policy 2022			
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>		
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Rationale

Marking is an integral part of assessment. We aim to provide a system of marking that is consistent and continuous across each stage within our school. Marking will inform planning, be diagnostic and enhance children's learning by ultimately offering guidance on how work can be improved. Marking through Quality Marking allows for self-assessment where the child can recognise their difficulties and mistakes and encourage them to accept help/guidance from others. We aim to mark positively whenever possible to enhance self-esteem and confidence.

Effective marking should:

- Give feedback to children and inform them of their achievements and the next steps in their learning.
- Help children to understand the strengths and areas to develop in their work.
- Show work is valued.
- Demonstrate appreciation of children's effort.
- Inform future planning and learning.
- Evaluate and assess children's learning.

TEACHER ASSESSMENT

Marking Procedures by the Teacher

- All work will be marked using a **pink** pen to show if work is correct, to identify what children have done well and to praise children.
- A correction or improvement to be made within the lesson will be marked in **green**.
- Live Marking will be done during lessons
- Work is marked in relation to shared learning objectives and the child's attainments.
- Teacher's writing to be legible.
- Prior to marking, children in KS 1 and 2 may be required to proofread or edit (shown in **orange**).
- Staff to use ticks and dots when marking work.
- Pupils to use **orange** when marking their own work.
- Staff will highlight work using **pink** to show it has been achieved and **green** when not achieved.

Children will respond to marking:

- Encouraged to reflect after marking and take the opportunity to correct, practise or investigate a problem.
- Pupils may be asked to respond to why a piece of work has been highlighted.
- The teacher will ensure children have time to respond to marking.

Quality Marking - all learning

In quality feedback:

- Marking focuses on what the children are learning and trying to improve and will be linked to the Learning Objective.
- Live Marking should become a part of the developing dialogue resulting in pupil progress, for example, a pupil writes, the writing is marked away from the pupils and in his/her subsequent work, the pupil incorporates suggestions. This is best done during a unit of work, e.g. formative rather than summative.
- Time will be allocated for children to respond to comments

We believe that correcting has its place in marking but only when it contributes to an improvement in a pupil's work. Errors need to be pointed out if a pupil is to improve his/her work.

EDITING AND IMPROVING

Pupils will edit and improve work including spelling and punctuation in **orange**.

Presentation

1. Encourage children to begin work on the left of the page by the margin.
2. Teach and encourage the use of a ruler.
3. Encourage appropriate use of squares in maths books, 1digit per square
4. Encourage correct letter formation, develop to a Cursive Handwriting style with appropriate use of ascenders and descenders.
5. Correct use of capital letters, full stops, etc. at the appropriate stage.
6. The date on the left hand side of the page will be underlined and written as :

for English, Topic work:

Monday 8th September 2021

for Maths work:

8.9.21

7. Rule under completed work.
8. Pupils to use a pencil and ruler to draw a straight line through any work that is a mistake or needs to be restarted.
9. LO's in **Sassoon Primary Infant size 12**

Marking and marking codes

For children working at EYFS level

Codes

WS - With Support

GW- Guided Work

I - Independent

Teacher comments

Pink smiley face is for good work.

Black is for annotation by adult describing how the work was completed.

For children working at Year 1 and 2

Pink smiley face is for good work and a praise comment like 'good'.

As appropriate, high frequency word errors will be highlighted if spelt incorrectly.

For children working at Year 3-6 levels

Codes

GW = Guided Work

WS = With Support

Pink -Positive comment linked to Learning Objective.

High frequency word and key word errors will be highlighted if spelt incorrectly.

Orange editing will be used by pupils when correcting written and Mathematical work

Signed: *Simon Shaw*
Headteacher

Signed: *Jim Edwards*
Chair of Governors