

# MARKING POLICY

This policy is being developed to ensure continuity and progression across the New National Curriculum 2014 Key Stages 1 and 2. Its aim is to give a practical framework for marking children's work to the benefit of pupils, staff (permanent and temporary), parents and other interested parties, and to support and help underpin children's independent learning.

## Purposes of Marking

Therefore the underlying principle in marking work is to assist children to improve the depth of their understanding and the standard of their work. To do this marking can be used to:

- Assess progress towards targets
- Identify targets for improvement
- Encourage and motivate, build confidence and self-esteem
- Give feedback on progress
- Evaluate own teaching
- Inform planning
- Communicate with parents/Carers

## Principles of Marking

- Marking should be part of a dialogue with the child.
- The marking should reflect the objective of the lesson and include next steps for learning. (Pink – think or blue – do!)
- Criteria for marking should be defined and clearly understood by the child.
- It is good policy to mark with the child or group whenever possible and indicate when this has occurred ie: verbal feedback given.
- The child has a part to play in marking, for instance by being given time to improve a first draft before presenting it.
- Time for reflecting on teachers' comments should be built into the structure of a lesson.
- Marking should be positive whenever possible and next steps clearly identified. (Two stars and a wish) Next Steps: can be linked to teacher or pupil objectives i.e. formative assessment / next area of curriculum to experience.

On completion of the work:-

- Marking should be clearly linked to lesson objectives/personal targets.

## Marking strategies

### **Mark**

Underline or sp in margin

Cap

.,! ? (green circle identifies position)

//

Description

P

Adj

### **Means**

Try this spelling again

Missing or misplaced capital letter

Circle in marking pen

Missing full stop, exclamation mark, question mark

Mark in where paragraph should be

Rewrite this short section to improve description

Additional punctuation marks required

Adjective to be included here

Adv  
“ ”

Adverb to be included here

Missing Speech marks

### Reciprocal Marking

In the KS1 Classroom the children use a set of stamps including a smiley face which they colour in: Green – Found easy to complete (achieve objective)

Orange – Found more difficult and require more practice (Working towards objective)

Red – Didn't understand the task at all (Objective not achieved)

In the KS2 Classroom the children look for a green triangle placed by work which requires their attention along with an instruction from the class teacher. Once the work has been completed and discussed with the teacher the children tick inside the triangle. To support children's identification of their next step within the marking (wish symbol) the green triangle will be placed beside and once the child has read the statement it will be ticked by them.

### Peer Marking

All children in KS1 & 2 are provided with opportunities to undertake marking their own and others work. This allows the opportunity for discussion between the children themselves and the class teacher regarding the content of their work. This type of work is identified by a green tick stamp with the words 'Peer marked'.

### Handwriting

The school uses the Nelson handwriting scheme.

This looped style was chosen as it meets the needs of the children and provides a firm basis for the development of individual styles. It also complements the Charles Cripps Spelling method: "Look, Say, Cover, Write and Check" which is used throughout the school and is the model used in spelling, handwriting and Literacy skills books.

### Setting Down Work

It is within the context of a clear framework for setting down work that the Marking Policy is being developed.

### Written Work (including Topics)

A variety of exercise books are available, with a choice of plain or lined paper, rulings of different sizes, with or without margins. Sometimes children work on A4 paper (plain or ruled). Guidelines and clipboards are available and the general principles for setting down are the same as for exercise books. (Children's work must be named. First names are usually sufficient.)

### Layout

#### **Key Stage 1**

In exercise books:-  
Work in maxi-pencil  
No date  
Title – in the middle above any picture  
Writing underneath  
Mistakes erased

## **Key Stage 2**

Year 3 & 4

In exercise books:- Date next to margin, underlined\*  
(Margins to be ruled if not printed)  
Miss a line  
Title of work, underlined\*  
Miss a line and start  
Mistakes erased – may be teacher directed or self corrected

\* teacher may underline until children are able to do it for themselves

Year 5 & 6

In exercise books:- Date next to margin, underlined  
Miss a line  
Title of work, underlined  
Miss a line and start  
Mistakes to be erased if working in pencil or crossed out with  
**one line only** if working in pen

### Use of Pen/Pencil

Pencil is used for all maths work. Lower Juniors use pencil for all work to begin with. As they become more familiar with a 'joined' script they are introduced to working in pen, at first in handwriting lessons.

Upper Juniors who show good penmanship have the opportunity to develop their own style and use pen if appropriate.

### Maths

A variety of maths exercise books are available with different size squares.

Infant children use purchased plain unruled workbooks. Reception children use unruled books for Maths Topic. Year 1 & 2 also use workbooks and 1cm squared notebooks for setting down number problems if applicable to work set.

In addition to books a wide variety of papers are available for practical use eg squared, graph, dotted, isometric.

### Layout

#### **Key Stage 1**

In workbooks

#### **Key Stage 2**

Year 3 & 4

In exercise books 1cm squared:-  
Work in pencil  
Short date  
Leave a line of squares  
Unit and page number  
Layouts appropriate – may be columns  
One digit or symbol per square when appropriate

Year 5 & 6

In exercise books 7mm squared:-

Short date

Layouts appropriate – may be columns

One digit or symbol per square when appropriate

All lines drawn by ruler

**All year groups** Work undertaken on the computer to be printed, glued into workbooks, dated and annotated.

### **Marking Procedure in Literacy work**

#### Written Work

##### **Key Stage 1**

Mark in green pen

Looking for:-

Spelling – commonly used words / phonetically plausible words linked to phases within phonic programme.

Incorrect letter formation or reversal

Punctuation – (Y1 onwards) capital letters for names and sentence beginnings, full stops, adjectives, speech marks, adverbs, connectives.

Understanding the use of a verb, connective, conjunction and adverb.

Correction Procedure:-

Spelling – rewrite correctly above

Incorrect formation – write over (write correct formation at bottom of page for child to copy)

Punctuation – write over lower case with capital

Include full stops

##### **Key Stage 2**

Mark in green pen

As children get older, more emphasis is laid on self-correction and reference to marking strategies is to be made available to children (differentiated dependant on year group/key stage). All pupils have their own High Frequency Spelling Book and the use of dictionaries is encouraged especially from the beginning of Key Stage 2. A variety of dictionaries and thesauri, with varying degrees of difficulty are readily available.

Children are encouraged to re-draft written work and improve their writing. This may be for display, but is generally to ensure a good standard of work for each child, and to encourage pupils to take responsibility for improving their own writing using a variety of strategies. They are also encouraged to work together in pairs and make suggestions of how a partner's work may be improved (peer marking). This is handled in a sensitive way and to be undertaken at least once every half term in Y2-Y6

#### **Teachers' Comments**

Positive, constructive and concise. (Two stars and a wish, Next Steps) Blue – do, Pink – think.

When marking work staff are encouraged to make positive comments relating to the specific purpose of the writing task and also to suggest what the **Try to comments** are for improving

their work i.e. **Consolidation**. These **Try to comments** then become children's **targets** which they work towards achieving.

Teacher's should also include **Challenge** tasks for children to complete to help promote the application of knowledge through using and applying / problem solving / mastery tasks.

When appropriate, children are encouraged to word-process their written work. This may be to re-draft work after they have made a handwritten attempt, but we encourage all children to develop the skill of writing directly onto the screen.

Work can be input onto layouts and writing frames which can then be saved into individual children's folders on the server.

## **Mathematics**

Correct number operations, calculations and procedures are marked in the usual way with ticks. Incorrect operations are marked with a dot or cross.

**Wherever possible, staff attempt to mark work whilst children are present. This enables teaching points to be made and encourages involvement and the use of mathematical language.** Older children are encouraged to mark their own work which is carefully monitored by staff. This is important as it enables children to take more responsibility for their own learning.

When corrected, operations are marked with a tick, they are then overwritten with the letter C. Alterations to marked work are discouraged.

As for Literacy **Challenge** tasks for children are to be included for children to complete to help promote the application of knowledge through using and applying / problem solving / mastery tasks.

## **Other Curriculum Areas**

Most other work is marked for content and presentation. It is sometimes necessary for children to correct the spelling of common words. The usual recommendations for setting down apply. The use of a ruler is encouraged at all times and in all subjects.

## **Rewards**

Reward stickers and stamps are used frequently to encourage and support positive attitudes. Special awards are available. All children's achievements are acknowledged in the weekly celebration assembly, individual and team stars awarded. These are recorded in the Gold and Sticker books.

All children are in one of the 3 school houses. Bronze stars are awarded at the end of the school week by each member of staff for work, behaviour, performance etc. Once ten bronze stars have been awarded to a team, these are replaced by a silver star. When five silver stars have been achieved, these are replaced by a gold star.

At the end of each term the house with the most stars receives a prize. At the end of the school year the house which has achieved the highest number of stars will win the School Shield. This will be engraved with the team name and covered with the team colours for the following year.

## **School Leaders**

Year 6 children are the schools Head Girls and Head Boys. Year 3 children are prefects for key stage 1 and year 6 pupils are prefects for key stage 2.

Date of Policy – January 2017

Next review date – January 2018

Chair Person: \_\_\_\_\_ Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_