



Ab Kettleby and Somerby Primary School

# Marking and Presentation Policy

Last Revision Date	Sept 2023
Next Revision Date	Sept 2024

Ab Kettleby and Somerby Primary School will ensure learners get the maximum benefit from their education through an entitlement to regular feedback from teachers. We believe marking and constructive feedback between teachers and pupils should be frequent and of a high quality, enabling pupils to understand their progress and how to improve their work, encouraging high levels of engagement and interest.

### AIMS

- To provide consistency and continuity, in marking and feedback, across both schools.
- To encourage children to recognise their strengths as well as understanding how to improve their work.
- To promote a positive, self-image and growth mindset and encourage children to take pride in their work.
- To enable challenging targets to be set for children to aspire to.
- To celebrate and reward children's achievements and progress.
- To use marking and feedback as a tool, for on-going assessment, to inform future planning.

### POLICY

- During an assessed piece of writing, marking will be in depth and all areas of the learning will be marked, highlighting successes and provide closing the gap comments and suggestions for improvement to move forward children's learning.
- Light marking does not need to include affirmative and developmental comments but basic errors must be highlighted using the agreed marking code. It may be appropriate to include a reminder comment.
- Verbal feedback to a child is indicated by a 'V' or 'Verbal Feedback' stamp at the end of the piece of work, if children are unable to access written feedback or where written feedback would be too complex.
- Work that is marked by school staff other than the class teacher should be initialled but the teacher remains responsible for the quality of the marking.
- "I" will be used in KS1 to indicate the work was independent and "TA" will be used for KS2 to indicate teacher assisted work.
- Marking and feedback should take place daily.
- Marking and feedback should be done using the agreed marking codes (see appendix)
- Detailed marking and feedback should have:

😊 With a comment of praise or success, linked to learning objective/ success  
Criteria in green.

! With a comment that includes next steps (see prompts below) in pink. This will be termed 'pink to think.'

- Marking 😊 ! should be used for both longer and short pieces of writing.
- Marking codes should be displayed in the classroom.
- Regular time should be built into lessons to allow responses to feedback.

- Written feedback needs to be legible and clear and using appropriate language for each individual child's understanding.
- Basic literacy skills and phase appropriate phonics, should be marked and corrected in all subjects where writing takes place.
- Teachers should use their professional judgment when deciding how many corrections to mark. (as a guide generally 3 spellings should be marked for correction).
- Any additional challenges set should be aspirational but realistic in order to show children can apply their skills.
- Pupils' self-assessment should be linked to the success criteria, and then also be marked and commented by the teacher.
- Peer assessment should only be occasional and can take the form of verbal or written form.
- Children should be encouraged to self-correct and edit using Purple Polishing Pens in KS1 and KS2 for writing and maths.
- Success criteria will be used for writing tasks.
- WALT will be highlighted green if it has been met.
- Marking and feedback should be beneficial to the pupil's learning by:
  - Explicitly indicating what the pupil is doing well
  - Being linked to the learning objective
  - Assessing the success criteria with next steps where appropriate
  - Show what needs to be improved
  - Being linked to group or individual targets which will be identified with a sticker when met.
  - Inform the teacher of learning and progress.
  - Assessing previously met objectives with 'pink to think' comments

## Presentation

We will ensure a consistent approach towards the presentation of work throughout the school. Children should all be aware of the standards expected of them and know that this will apply whichever teacher is taking the class. It will ensure expectations are raised by all staff and encourage in all children a sense of pride in how their work should look.

- Date to start at the left hand margin then leave a line and write the title or the learning objective at the left hand margin.
- The numerical date can be used for maths or in other work for those children who find writing the full date difficult.
- Neat, cursive handwriting to be encouraged at all times.
- If appropriate, pupils should be encouraged to begin the next piece of work on a new page.
  - If a mistake is made then children use one single hand-drawn line through it.
- Rubbers should be discouraged.
- In maths books, one square is used for one numeral.
- Where appropriate, lines should be drawn with a ruler; this includes answer lines for vertical calculations, tables, graphs and all straight sided shapes.
- Children in KS1 to use pencils. Children in KS2 to use pencils but may use a black pen once a pen license has been issued.
- Children should not write or draw anything on the covers of any exercise books other than their name, class number and subject.
- Children should not doodle or in any other way mark any of the pages in their exercise books or on the cover.
- Felt tip pens and gel pens should not be used in any exercise books. Colouring pencils only should be used to colour in.
- Drawings or diagrams must be done in pencil and straight lines drawn with a ruler unless it is intended to be a rough sketch. If a plain page is needed this must be trimmed before being neatly stuck in.
- If sticking work into books children should be encouraged to use margins or lines as a guide to present the work neatly.

## Codes for Writing

😊 You have done this well

! Pink to think

✓ correct

✓✓ I really like this

Sp Spelling mistake

○ Capital letter or punctuation missing

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— Grammatical error

~ This doesn't make sense

∧ Missing word

// New paragraph

## Codes for Maths

😊 You have done this well

! Pink to think

✓ Correct

• Incorrect check and do again in purple

✓ To show work has been corrected and checked by an adult

