

# **Moorside Primary School**



## **Marking and Feedback Policy**

**Our Purpose**

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.  
We pride ourselves in belonging to a caring school community where everyone is welcome.  
We strive to deliver an outstanding education for all our children.  
We help everyone to become caring and active citizens.  
We encourage everyone to thrive and achieve their full potential.

**Our Vision**

We want everyone in our school to work together to make us as good as any school can be.  
We want to create new opportunities for everyone to succeed.  
We want to create a culture which broadens all of our horizons.  
We want everyone to be able to tackle the challenges we will face in an ever changing world.  
We want all of our children to effectively engage with each other and with our community.

**Our values****We all believe...**

Our local community deserves a school they can be proud of.  
We are a caring community where everyone is welcome.  
We all value, respect and support each other.  
Our community has the right to be safe and healthy.  
Our children should have the chance to enjoy and be enthused by their time in our school.

**We all agree...**

Everyone will always try their best and take pride in all that they do.  
Everyone will demonstrate good manners at all times.  
Everyone will respect each other and show consideration.  
Everyone will respect and care for our environment and resources.  
Everyone will celebrate each other's successes and achievements.

## **Aims**

To ensure there is a clear understanding of the purposes, procedures and processes of effective marking and feedback for pupils regarding their work in order to maximise progress and support pupils in becoming effective learners.

The Marking and Feedback Policy itself should set out how the use of effective marking, feedback and response is consistently utilised across the school to benefit all pupils.

To ensure the Marking and Feedback Policy becomes an integral part of the teaching, an opportunity for pupils to improve their learning at whatever level ensuring no pupil gets left behind.

**Following the school's most recent Ofsted, feedback is an area we need to improve further at Moorside Primary School.**

*'Make sure that all teachers follow the agreed marking and feedback policy by taking time to check any inaccuracies in pupils' responses'.*

## **Purpose**

**Research** shows that the **power of feedback to impact on learning outcomes** is on average twice the size of other influences on achievement including direct instruction, reciprocal teaching, prior ability, reduced class size and other factors such as socio-economic factors.

However, feedback has the **power to impact both positively and negatively on pupil performance**. In order to be positively effective 'Feedback must answer three major questions asked by a teacher and/or by a pupil:

- Where am I going? (What are the goals?),
- How am I going? (What progress is being made toward the goal?), and
- Where to next? (What learning activities need to be undertaken to make better progress?)"

Effective feedback given to pupils through marking and reviewing work should provide constructive steps for every pupil to ensure progress. It should focus on success and improvement needs against learning objectives enabling pupils to become reflective learners and helping them to close the gap between current and desired performance.

Effective marking and feedback is integral to good teaching and learning processes. By empowering pupils to be actively involved in understanding how they are making progress, it helps to embed learning swiftly and enables accelerated learning.

## **Effective marking and feedback aims to:**

1. Inform the pupil what they have done well and what they need to do to improve.
2. Support pupil confidence and self-esteem in learning, and contributes to accelerated learning.
3. Support teachers' assessment knowledge of each pupil as part of thorough assessment for learning procedures, in order to plan and refine next steps in learning.
4. Develop consistent processes across the school to teach pupils to respond to feedback, self-assess and evaluate their own learning.

## **Processes**

Four types of marking and feedback occur during teaching and learning:

**1. Teachers' well considered intervention** to prompt deeper thinking, and swiftly address misconceptions during lessons. This takes the form of verbal feedback and occurs through effective questioning to clarify or refocus tasks and enquiry, mini-plenaries and mid-lesson adjustments. It may also be verbal feedback given during a one to one learning conference with a pupil or on a group basis. For younger pupils this can be noted down to record the feedback and response process.

**2. 'Light' marking of work**, acknowledging and recognising attainment and/or progress, success and/or completion of pupils' work. This should always be linked to the learning objective from the National Curriculum.

**3. Developmental marking** in which incisive feedback on attainment and success is given and response from children is required to strengthen the teaching and learning process in order to accelerate and deepen learning. This should be acted upon by pupils.

**4. Self-assessment and peer assessment** of the attainment and success of a piece of work. This should only take place when it has been modelled to pupils and they have a clear understanding on what makes an effective piece of work and what this looks like.

#### **Non-negotiable procedures for marking**

- All marking is to be carried out in green pen.
- All marking should be clear, legible and align to the school handwriting script. Feedback from the adult should be printed until the pupil themselves are forming all letters correctly. When this letter formation is secure and children ready to join, teachers' written feedback should only then be joined.
- The marking code is to be followed in all cases. (See Appendix 1)
- The marking code should be accessible to all children in the learning environment.
- All pupils' work is to be at least 'light' marked by Teacher or Support Staff.
- In English, maths and science at least one piece of work per pupil should be developmentally marked in depth against skill per week, this should have an element of editing and redrafting in order for improvements to be made.
- Learning points should be used to move the learning forward and should be a mixture of questions, redrafting and correction points
- Learning objective should be within the title of the work and ticked if it has been achieved
- Green highlighter should be used to show the pupil between one and three pieces of criteria that they have applied and used successfully

#### **Developmental marking**

- When identifying specific success, the respective work in the pupils' book will be identified in green highlighter.
- This highlighting should only be seen when something that has been taught has been applied correctly. The adult should not highlight more than three examples.
- Teaching staff will not use any other colour ink or highlighter on the pupils work.
- When pupils are editing and redrafting their work or responding to feedback they should use a graphite pencil or blue ink. In maths this should only be done in pencil.

#### **Comments**

Feedback comments must be constructed to require response by pupils, at an appropriate level of challenge, and such tasks must be completed by pupils.

#### **Three Levels of Active Marking**

- **Corrections** – spelling, capital letters, presentation, silly mistakes – *you are always trying to reduce the need for this marking*. Ensure this links back to the non-negotiable expectations for the year group.
- **Clarification** – information missed out, a slight misunderstanding, an element of the learning outcome not met
- **Challenge** – extending breadth and depth of learning

When developmentally marking writing, attention should be given to spelling, grammar and punctuation in line with the stage of development of the individual and strategies used to support their development. This will be done in line with the marking code. If a response is required for spelling no more than three spelling corrections for a piece of work will be given. Spelling corrections should be prioritised and should be words that the pupil will use the most frequently should be addressed as a priority rather than more subject specific words. To manage marking post-it notes may be used to identify where a response is required or to enable the pupil to transfer a comment forward to the next piece of work.

#### **Responding to comments**

Pupil response to comments should be made in blue ink or pencil and any redrafting work should also be written in blue – so that it is clear they have been completed. If in Key Stage One or Foundation Stage this is verbal, it should be recorded at such. Response should be made as soon as reasonably possible in order to support pupils effectively. Empty praise is as ineffective as empty criticism and

therefore specific praise is preferred whenever possible to boost the confidence and self-esteem of our young learners.

### **Procedures in greater detail:**

#### **The Frequency of Developmental Marking**

All pupils' work is to be at least light marked by Teacher or Support Staff. No work should go unmarked. Preparation work including text maps, plans and drafts in English and jottings, working out and exploration in mathematics should be collated in pupils' books. This is important as it charts the process and progress of pupils' learning.

In English, Maths and Science all pupils should have at least one piece of work marked developmentally by the teacher per week. This marking will demand an effective response from the pupil and time should be allocated by the teacher for an appropriate and meaningful response to be made also each week. The overseeing of such a task may be carried out by another adult other than the class teacher.

In the Foundation Stage, developmental marking process maybe exemplified through observational assessment made by adults and then verbal feedback and discussion recorded and noted down. This will be recorded in pupils' Learning Journals, and as the Foundation year progresses directly onto recorded work as appropriate.

Additional Developmental Marking may also be used as a strategy to support pupils who are in need of acceleration or at the teachers' discretion.

#### **Giving effective feedback to pupils**

Effective marking is a key tool in providing feedback to pupils in order that they are clear in what they can do well and what they need to do to improve. It also forms part of formative assessment which is essential for teachers to refine and hone planning when teaching pupils so that they can swiftly move forward towards desired learning outcomes.

Effective feedback comes under three main headings:

**Specific Achievement** feedback identifies specific aspects of successful attainment and or progress. This relates directly to the Learning Objective.

**Specific Improvement feedback** identifies where mistakes or misconceptions lie and how work can be improved.

**Specific Challenge feedback** identifies where further understanding can be explored, to deepen learning and further extend higher order thinking.

When feedback is specific and provides opportunity for specific response, it enables effective progress to follow.

#### **Feedback should:**

Be positive and specifically identify what has been done well.

Well-constructed feedback tasks prompt effective response from pupils so to improve quality of work or reinforce learning. They should maintain challenge for individual pupils, yet be easily executed and brief in nature, enabling pupils to move forward, and be aware of how they are improving. For example:

- Refine a teaching point to consolidate or reinforce understanding
- Extend understanding to deepen learning or raise to a higher level of thinking
- Address/explore misconceptions
- Pick up errors if apparent
- Address incomplete work and presentation issues
- Focus a need for practise – e.g. times tables, attention to place value, spellings, punctuation, grammar

#### **Examples of feedback prompts: (See Appendix 2)**

When constructing feedback teachers need to consider:

- Does feedback inform the pupil what they have done well and what they need to do to improve?
- Relate to planned learning objectives and success criteria?
- Can feedback be read clearly and understood?
- Does feedback indicate a next step/improvement in learning?

#### **Questions to consider with the pupils:**

- What do you do if you are finding something difficult?

- Which resources might you use?
- What do you do when you are finished?
- How do you know how to improve your work?

### **The frequency and nature of pupil response to feedback**

Work that is marked developmentally requires a response from the pupil. This should be everyday practice and part of the daily routine. However, developmental marking is most effective when a well-crafted prompt/request for response is given and completed. Pupils need time to develop this skill from FS to Y6 and throughout the school year appropriately.

In each class effective time must be given to teaching pupils to respond to tasks swiftly. This process will look different developmentally across each year group, increasing with independence and complexity with maturity and skill of pupils.

### **Within Early Years we need to:**

Make sure that all adults have the knowledge and skills to use questioning effectively to probe and deepen children's understanding.

In order to achieve the above it is vital we know our children and continually use effective assessment for learning strategies and approaches.

**By the end of Year 2**, most pupils should be able to locate access and execute simple response tasks independently. They should know what they are doing to improve their learning. Pupils with SEN will need support to enable this. Likewise, tasks must be effective in improving work, yet brief in execution.

**For pupils in KS1 and where developmentally appropriate as designated by their SEN IEP**, communication of the feedback will be supported by adults, until developmentally pupils are able to access this independently

**Acknowledgement of response** should be swift, in line with the marking policy and not ordinarily an open opportunity for a longer dialogue. If greater issues arise then the teacher may wish to address these with the pupil through another medium than feedback and response.

### **Role of other adults**

**Supply teachers** who carry out work in the school are expected to mark all work in accordance with this policy. This will be given to all new supply teachers.

**Students in school** are required to follow the policy as appropriate, however the class teacher is also required to quality assure the marking completed by the student.

**Monitoring/moderating** will be on going throughout the academic year and the Leadership team will have overall responsibility for this and ascertain whether the marking of all pupils' work is monitored or a sample.

### **Responsibilities**

It is the responsibility of the class teachers to ensure that the policy is consistently carried out, including enabling pupils to respond to feedback tasks. It is the responsibility of all staff working with pupils to ensure the marking code is consistently adhered to across the school.

### **Corrections – securing improvement**

We need to stop the same mistakes happening. This means adapting the **teaching**.

- Before starting the next related piece of work, be sure to go back and quickly and effectively review previous learning and evaluate what went wrong last time or any next steps that might have been forgotten or indeed to consolidate the learning.
- Any next steps could be written on a post it, so that the next time the pupils did something similar they could put the post it at the top of the page and use it as a checklist.
- Introduce Talk Partners once the main part of lesson and learning objective have been shared to enable pupils to clarify what is expected of them.

### **Why learning objectives are so important**

**Learning objectives** - Without learning objectives it is difficult for pupils to know what they are supposed to be learning.

### **Expectations in our school:**

- Title of the work in books to refer to the learning taking place.
- Learning objective to be displayed visually throughout a lesson on the board, working wall or flipchart – if not whole class objective then others to be displayed where relevant and appropriate. This should be reinforced verbally throughout all curriculum areas.
- Learning objectives are based upon the National Curriculum. However, these will be broken down into smaller, specific steps in learning.

This information focuses on the importance of making explicit for pupils what they are going to learn. The learning objective for a lesson or series of lessons is a statement which describes clearly what the teacher wants the pupils to:

- know
- understand
- be able to do as a result of the learning and teaching activities

The teacher knows why the pupils are engaged in a particular activity however, the pupils are not always able to differentiate between the activity and the learning that it is meant to promote. A carefully framed learning objective will direct pupils' attention to the learning. The learning objective emphasises what the pupils will **learn**, rather than what they will **do**. The learning objective is shared with pupils orally and in writing where appropriate. Teachers and pupils can identify the smaller pieces of learning needed to meet the objective.

### **Purpose**

When pupils know the learning objective of a lesson, they are helped to focus on the purpose of the learning activity, rather than simply completing the activity. They know where to focus their efforts and why - i.e. which part of the activity actually encompasses the learning. They are more likely to stay 'on task' and less likely to be confused or distracted. They can take more responsibility for learning.

**Focusing on the learning** of skills, knowledge and understanding rather than on the context has the advantage of making it more likely that pupils will be able to transfer their learning from one context to another. Having decided on the learning objective, teachers plan a series of *teaching and learning activities* to help pupils learn the knowledge and/or skills and achieve the understanding described.

While *questioning* the pupils, teachers keep the learning objective in mind and this provides a focus for the lesson. During daily learning in lessons teachers make certain that *feedback* to pupils focuses on the learning objective.

### **Examples of learning objectives**

The learning objective is communicated in terms of knowledge, understanding and skills, and links directly with the curriculum being taught.

Learning objectives start with the answers to these questions:

- What do I want pupils to know?
- What do I want pupils to understand?
- What do I want pupils to be able to do?

### **Learning objectives that focus on knowledge**

Teachers must consider:

- knowledge *about* a particular topic
- knowledge of *how* something is done, of the steps involved in producing something
- knowledge of *why* something happens
- knowledge of *what* causes something to happen

### **Learning objectives that focus on skills**

These should always start with the words 'to be able to' followed by a verb:

- *to be able to write a recount*
- *to be able to solve a problem using more than one strategy*
- *to be able to identify persuasive strategies used by the author or an argument*

Often learning objectives that focus on skills will also imply the acquisition of certain knowledge or understandings. For instance, to be able to write a recount, pupils must have knowledge of the structures and features of a recount.

### **Learning objectives that focus on understanding**

Understanding builds on knowledge and requires some kind of processing.

For example, a pupil might be able to list the causes of an historical event - therefore showing knowledge of them - but understanding requires analysis and interpretation.

Understanding, then, is of a higher cognitive order than knowledge and teachers ensure that pupils are exposed to learning which makes those higher demands.

### **The 'big picture': why are we learning this?**

After sharing with pupils *what* they are going to learn, it makes sense to give them a reason for learning it. That is, teachers answer the question, 'Why are we learning this?'

- *We are learning this because it is something that we need to be able to do if we are going to be successful in school. (academic skills)*
- *We are learning this because it is something that we need to know about, understand or be able to do in our everyday lives. (life skills)*

**Success criteria** – success criteria is developed alongside the pupils and its meaning is discussed. Pupils with support, will begin to generate their own success criteria and will be able to identify what high quality pieces of work should include.

It is important that the teacher consistently emphasises what the children are learning during each lesson and that pupils can speak about this with increasing levels of confidence.

### **Other Policies linked to Marking and Feedback**

- Teaching and Learning Policy
- Homework Policy

<b>Date to be implemented</b>	September 2019
<b>Date to be reviewed</b>	May 2020



## **Appendix 1 Marking Code/Prompts - to be displayed in learning areas**

✓ correct

✓c Correction in maths work

\* incorrect in written work

. incorrect in Maths work

CL capital letter

FS full stop

Sp (in margin) no wavy line put underneath it for a spelling mistake

L start a new line

// start a new paragraph

>indent reminder

^ missing word

O around an incorrect digit

### **Assessment prompts**

I independent work

S supported work

S+ totally from adult throughout the learning

G guided group work led by teacher

V verbal feedback

Stu Student

ST supply teacher

## Appendix 2 Feedback Prompts:

### Effective prompts linked to learning

- Well done you have used \_\_\_\_\_ in your writing.\* Now can you...?
- Fantastic use of ...
- We will work on this together. (The next session follow up is evident and v shows that the working together has taken place).
- You have used ... in your writing.
- Remember ...
- We worked on this together and ...
- Well done \_\_\_\_\_ your next step is \_\_\_\_\_.
- I can see from reading your work you have worked hard.
- You have used adverbials accurately when recounting events.
- You have managed to order numbers correctly, well done. Now can you try to ...
- I am pleased to see that you have tried to improve your work by adding ...
- I can see from your work that you have understood the learning task now we need to \_\_\_\_\_.
- I am proud to see that you have been able to use your blending to write the words independently.
- Great work in managing to write a sentence correctly.
- Please remember \_\_\_\_\_
- I am pleased to see that you have used written methods to solve the multiplication problems.
- You have approached you work carefully today and focused on \_\_\_\_\_.
- We worked on this together and I can see that you now have a much clearer understanding of \_\_\_\_\_.
- Next time we will \_\_\_\_\_ (include the next step).
- Now try these...(extension questions/consolidation questions)
- Read your work. Can you add...?
- Try to find the sentence which needs to be changed /does not make sense and improve it.
- Look back at your work – can you add...(your method, a number line)
- Finish this sentence: ..... (Explaining work)
- What ... would you use to...? e.g. What word would you use show me what the character is feeling?
- Verbal: Please talk me through what you have done so far.
- Would it work with different numbers?
- **Positive praise prompts which need further explanation**
- Very good
- Super
- Excellent
- Great

These prompts should not be used by themselves. They should be followed up by one of the above prompts and be specific to the learning or application of a skill.

e.g. *Super, you have written an interesting story. I am pleased to see that you have used speech marks correctly to punctuate direct speech.*

*Excellent column addition work. I am proud to see that you have remembered to put the digits in the correct columns.*

### Prompts to avoid due to them having little impact on moving the learning forward

- Fab
- We will work on this together. (Over the next sessions in this lesson there is no recorded evidence of the adult and child working together on this learning).
- Good work, lovely
- Smashing
- Ace
- Great job
- You need to listen to the instructions carefully next time
- See me

**Marking Code/Prompts - to be displayed in learning areas**

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✓c correction in maths work

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. incorrect in Maths work

CL capital letter

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Sp (In margin) no wavy line put underneath it for a spelling mistake

L start a new line

// start a new paragraph

>indent reminder

^ missing word

O around an incorrect digit

LP learning point

## **Assessment prompts**

**I** independent work

**S** supported work

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**G** guided group work led by teacher

**V** verbal feedback

**Stu** student

**ST** supply teacher