



Highworth Combined School & Nursery

Marking & Feedback Policy

This policy was written/updated by: Clare Pankhania

This policy was reviewed by the **Curriculum Committee**

This policy was adopted/ratified on: October 2021

This policy is to be reviewed by: October 2024

Marking & Feedback Policy

Philosophy

We believe that constructive marking and feedback helps raise standards. It is the most useful and powerful continuous ongoing diagnostic record of achievement. Marking and feedback, written or verbal, makes tracking of learning objectives for pupils on a day-to-day basis manageable and feeds into the next cycle of planning for teaching. It is also an extremely effective medium for ensuring pupils are aware of their progress and how they can improve.

Aim

- To raise the achievement of students by providing them with prompt, regular and diagnostic feedback about their work that enables them to make progress.
- Create a manageable workload for teachers, where their efforts add value to outcomes for children.

For English

- The work completed that day by each child is read by the teacher. This must happen before the next lesson takes place
- Notes are made in the Whole Class Feedback book for English
- These notes are used to plan for and to teach the first 10 minutes of the next lesson
- When a lesson is taught where it is not appropriate to record written feedback, there will be no record made within the Whole Class Feedback book (e.g. creating a story map, 'boxing up' or drama etc)

For Maths:

- Where appropriate, children 'mark' own calculations, using answers provided, in a red pen
- Each book is scrutinised by the teacher. This must happen before the next lesson takes place
- Notes are made on Whole Class Feedback Sheet regarding misconceptions that need to be addressed at the beginning of the next lesson
- These notes are used to plan for and to teach the first 10 minutes of the next lesson
- Errors in calculation are circled in green pen. Children must then be given time at the beginning of the next lesson to correct these errors, using their red pen.

For Geography, History and Science (recording completed within 'Ark' booklets):

- The work completed that day by each child is read by the teacher. This must happen before the next lesson takes place
- Notes are made in the Whole Class Feedback book for these subjects
- These notes are used to plan for and to teach the first 10 minutes of the next lesson

Record Keeping

- Whole Class Feedback Books must be available in school every day for use by the teacher and support staff, and for scrutiny

For further foundation subjects:

- The Learning Objective for the lesson will be recorded
- One of the following symbols will be used to reflect the quality of the work:
 - Y: objective met
 - P: Objective partially met
 - N: Objective not yet met

Monitoring and Evaluation

The marking policy is discussed whenever necessary to ensure that it is understood by all new members of staff and that practice continues to reflect school policy.

The monitoring of this policy will be the responsibility of the Senior Leadership Team through the Monitoring and Evaluation schedule. Outcomes of scrutiny will be discussed at SLT meetings with recommendations for improvement given to teachers.

Policy Review

This policy will be reviewed in line with the curriculum committee policy schedule.

Equal Opportunities

This policy has been written in accordance with, and meets the requirements of the Equality Act 2010.