



Marking and presentation policy

School vision and values

At Queensbridge we aim to develop well rounded, confident and responsible individuals who aspire to achieve their full potential. We do this by providing a welcoming, inclusive, safe, and supportive learning environment in which everyone is equal and all achievements are celebrated.

RESPECT

- We are responsible for our actions
- We are empathetic
- We are inclusive

COLLABORATION

- We are able to ask for and give support
- We are articulate
- We are a team

PERSEVERANCE

- We don't give up
- We celebrate our mistakes
- We are ambitious

POSSIBILITIES

- We are globally aware
- We are forward thinking
- We are curious

Aims:

That feedback and marking should be constructive for every child, focusing on success and improvement needs; enabling children to become reflective learners and helping them to close the gap between current and desired performance. The type of marking used for a task should reflect the aim of the task.

Principles:

- ❖ To ensure that marking is giving feedback indicating success and improvement.
- ❖ That marking will help pupils to progress.
- ❖ Marking is accessible and manageable
- ❖ To improve pupils' self-esteem by having an impact on their attainment.
- ❖ That marking will involve all adults working with children in the classroom and give opportunities for children to become aware of and reflect on their learning needs.
- ❖ For feedback to give recognition and clear strategies for improvement.
- ❖ To ensure that time is given for children to reflect on their learning. That all children are involved in the same process whether it is oral or written.
- ❖ That all marking responds to individual needs.
- ❖ For marking to inform planning and target setting and be accessible for children.
- ❖ To use consistent marking grids across the school.

- ❖ To ensure that all children see marking as positive in improving their learning and to encourage children to self-mark wherever possible.

Guidance for marking by teachers:

Teacher marking is only effective if:

- It informs both the child and the teacher of what has been achieved and gives one attainable target;
- The child has an opportunity to respond to the marking;
- It partially informs the teacher of learning needs that can be incorporated into future planning

Remember that:

- Marking is most effective in the presence of the child
- Children should be given time to read/reflect on/respond to marking and feedback;

Procedures and Strategies:

Marking

- a) In writing lessons, the class teacher will in-depth mark one piece of writing per week. The teacher will use a proforma (in booklet form for daily ongoing use) in which the teacher will note down an overview of the day's learning in the following categories: Lesson objective, Children requiring support, Children who go above and beyond, Basic Skills Errors and Common Misconceptions, Next Lesson Notes. This will then inform the next day's teaching and learning. Children's work will be acknowledged with stickers.
- b) In numeracy, the same marking grid will be used. Work will be marked in class by the children by coming to the front and demonstrating methods/explaining how to complete calculations. Mistakes will be distinguished between calculation error and understanding error. The children will begin to then use these phrases when assessing their own work. Support staff to carry out same-day intervention for children that did not achieve the learning intention. Teachers will check books once a week to ensure that the self-assessment is accurate and they are able to address any major misconceptions in their next week's planning. Children's work will be acknowledged with stickers.
- c) In topic lessons, we will use the same proforma as Literacy and Numeracy. In the books, there should be one example of written marking and green next steps for each subject. Teachers will be

expected to show evidence of next steps addressing common misconceptions on their weekly flipcharts. Children’s work will be acknowledged with stickers. Science, Geography and History will also have a skills tick sheet that is used where appropriate.

Marking Grids for all subjects:

Subject: Literacy
Autumn Term 2

Lesson	Date	Needs support	Above and Beyond	Notes (any children absent, lessons notes for future learning)

Children will respond to all feedback in green pen.

For all subjects:

If highlighted in pink – it is fabulous and met **Pink is fabulous**
 If highlighted in green – it has not been done. **Green is growth**
 If there is no highlighted work please see feedback folder for marking.

Moderation

Moderation of work is completed in phases.

Monitoring

Marking and feedback will be monitored through books looks, learning walks and in lesson observations by subject coordinators.

Policy agreed by governors Autumn 2023.

To be reviewed every two years.

Presentation

- All work should be dated - long for literacy, short for numeracy and underlined using a ruler.
- Children should use 1 digit per box in numeracy.
- Neat handwriting should be promoted at all times and children should be encouraged to join.
- All children should work towards achieving a pen license. By the end of autumn term all children should have a pen license in years 4-6.
- Children should edit their work from Thursday’s ‘big write’ and present in best book.