

Date last updated	Jul 2024
Confirmed current	Oct 2024



# Marking and Presentation of Work Policy adopted by Cromford Church of England Primary School

## AIMS

Marking forms part of our assessment of children's progress and is one of the way in which we provide feedback to children and parents. It should have a positive impact on children's learning by showing both the teacher and the student what has been achieved in the lesson and what the next steps should be. Criteria for marking individual pieces of work will vary in order to maximise the effectiveness of feedback to pupils, and information gathering for teachers.

## OBJECTIVES

The objectives will be shared and recorded for pupils to refer to during the lesson. Marking will directly relate to the objectives, and individual pupil. In addition, marking may comment on the presentation of pupil's work, especially where presentation needs improving.

## EFFECTIVE MARKING

Effective marking aims to help children learn. Comments should be constructive to move the child forward in his/her learning.

Marking is done as often as possible, while a task is being carried out and through discussion between the child and teacher.

Self or peer marking is encouraged; children should be given opportunities to annotate their own work and that of their peers. This will usually be done in green pen.

Marking of children's work can involve both written and verbal feedback.

Marking styles should be age and ability appropriate.

## MARKING GUIDELINES

Staff will be expected to adhere to the following guidelines to ensure that marking is a positive tool for improving of children's progress.

In consultation with the School Council, it has been decided that work may be marked in any colour appropriate to the nature of the work.

Comments should always highlight positive aspects of children's work, with areas for improvement next.

Younger or SEN children may not be able to read; therefore, lengthy comments may be inappropriate. Stickers, stamps and verbal feedback should be used.

The Marking Code should be used where appropriate:

Symbol	Explanation
✓✓	<ul style="list-style-type: none"><li>Indicates a good idea, inventive or imaginative use of language.</li></ul>
△	<ul style="list-style-type: none"><li>Written at the end of a piece of work, this indicates what action the child must take on receiving the returned work.</li></ul>
VF	<ul style="list-style-type: none"><li>(Stamp) notes that verbal feedback was given at the time the work was carried out, or in later discussion with the teacher.</li></ul>
●	In Numeracy, this will indicate an error has been made.

There will be time built into sessions for children and teachers to reflect on marking/feedback in one or more ways including:

- Children read, think about comments and respond where appropriate.
- Children complete 'triangle' tasks.
- Children to ask questions if unsure.
- Teachers to give general feedback.
- Teachers to respond to a group and or individual.

Teachers to monitor that the children have responded to comments written in books.

## **PRESENTATION OF WORK**

To ensure consistency throughout the school, the following guidelines are in place:

- All children should write in pencil until their writing is of a sufficiently good standard (i.e. a good, clear, joined style).
- A black or blue handwriting pen, using the standard handwriting scheme, should always be used.
- Tippex should not be used unless it's in exceptional circumstances.
- Handwriting should be modelled by the teacher using the school's agreed style.

### **Literacy Work**

- From Year 2, the full date should be written at the top of every new piece of work, the short date written in the margin where work continues from a previous lesson.
- A line should be drawn before each new piece of work.
- For sets of questions, the number should be written in the margin. Each answer should start on a new line.

### **Numeracy Work**

- The short date should be written at the top of every new piece of work.
- Each digit should be written in a square of its own.
- Question numbers should be written with a  $\frac{1}{2}$  bracket or circle, e.g. 2) or ②

### **Other Work**

- The full or short date to be written at the discretion of the teacher.
- The title, underlined with a ruler, to be written on the next line down.

## **MONITORING ARRANGEMENTS**

All members of staff are expected to be familiar with the policy and apply it consistently. The Literacy Co-ordinator will monitor application of policy through work scrutiny throughout the year.