

Feedback and Marking Policy

Purpose

At St. Katharine's Knockholt Primary School, feedback and marking are integral to effective teaching and learning. They provide valuable insights into pupils' progress, inform instructional strategies, and support pupils in achieving their full potential.

The aims of our marking policy:

- 1) To provide a consistent approach to marking across the school, across year groups and across Key Stages.
- 2) To be a cornerstone of the assessment policy and be embedded in the principles behind that policy.
- 3) To ensure that there is regular evaluation of work carried out by children.
- 4) To be part of the self-evaluation process for the teacher.
- 5) To provide a means whereby children receive feedback and are encouraged on to the next step.
- 6) To be efficient and manageable, allowing teachers to provide meaningful feedback without an undue workload.

The following principles apply:

- 1) Marking should be supportive of learning, identifying successes and areas for improvement, guiding children toward their next steps.
- 2) It is used as a tool to monitor progress.
- 3) It will be consistent, constructive and informative.
- 4) Marking will be in a form that is capable of easy interpretation by pupils and parents.
- 5) It will be used to help children understand the objective of the task, for them to see how well they have succeeded against the target set and to encourage self-evaluation and future learning.
- 6) Marking will be used to build self-confidence as well as set challenges.
- 7) Next steps should be written in a style that encourages children to respond in a meaningful manner in order to improve and, in some cases, to promote deeper critical thinking.
- 8) Time will be provided for children to be able to respond to marking comments – purple pen in KS2.
- 9) All staff will model the school handwriting policy when marking using a black or blue pen.
- 10) Stickers may be used where appropriate for motivation and reward.

We provide for this through:

Detailed Marking:

- 1) Giving time to the quality of marking.
- 2) Being as constructive as possible in these written comments yet at the same time identifying future targets.
- 3) A clear understanding that it is not possible to mark in depth with a child or a detailed piece of work all the time. The detailed marking will need to be planned.

Other marking:

- 1) Comments will relate to the objective of the lesson.
- 2) Handwriting and presentation can be a focus for marking at all times.
- 3) Children being involved with the marking process by either marking each other's work or their own. This will become more important as they progress through the school and they take increased responsibility for their part in their own learning. Peer marking will be initialled.
- 4) Marking done by staff other than the class teacher will be initialled at the bottom of the page.
- 5) Specific coding – see below.





Monitoring and Review

The effectiveness of feedback and marking practices will be regularly reviewed through:

- **Book Looks:** Examination of pupils' work to ensure consistency and quality of feedback.
- **Pupil Conferencing:** Discussions with pupils to gather insights into their perceptions of feedback and its impact on their learning.
- **Professional Development:** Ongoing training for staff to share best practices and refine techniques.

By adhering to this policy, St. Katharine's Knockholt Primary School aims to create a supportive environment where feedback and marking drive pupil progress and achievement.

It is important to check your learning for comments. Here is what the symbols mean.
Remember to initial the bottom of your piece of writing when you have responded to marking.

✓	You've done a good job! There may be a comment next to it explaining what you did well.
✓✓	You've done a great job! There may be a comment next to it explaining what you did well.
Sp	Please look at the line that this is written on and correct a spelling error .
CL	Please look at the line that this is written on and correct a capital letter .
P	Please look at the line that this is written on and correct punctuation .
	This gives you your next step to improve your learning.
	These tell you to take a look at your learning because have done something well or made an error.
✓ ? X	This shows whether you achieved your LO completely, partly or not at all.
KS1 	This learning was easy or enjoyable. This learning was OK but I might need another go to really feel confident. This learning was difficult, I lacked confidence or did not enjoy it.
KS2 	Remember to highlight your LO Green = easy and/or enjoyable. Orange = OK but I need more practise. Red = difficult/not enjoyable.