

MARKING AND PRESENTATION POLICY

The purpose of marking is to:

- Check the children's understanding of the learning objective – have they been successful?
- Monitor the children's progress against their targets.
- Help the children see how they can improve.

Practice:

The Learning Objective (LO) always conveys precisely the expected learning. In KS2 the LO is stated clearly on the children's work in all subjects. In KS1 the LO is stated more briefly.

The LO is marked using a face system in all subjects. Written marking should be done in a contrasting colour – preferably green, and should be positive and encouraging. If verbal feedback is given this is clearly shown on the work.

Teacher comment (stamp)		Children's comment (Pencil circle)	
☺	You've got it. Well Done! (May have a praise comment)	☺	I understand
☹	Nearly there – Keep trying. Will have a comment to support improvement	☹	I think I've got it, but I need more practice.
☹	Please see me. I can help. Will always have a comment.	☹	This is hard. Please help me.

Comments on the text and key spellings may be appropriate. The following symbols are used: sp in the margin with the word underlined indicates a miss-spelt word.

● indicates missed punctuation.

// indicates a new paragraph.

▲ indicates a letter or word omitted.

Missing capital letters are clearly overwritten at KS1, indicated by CL in the margin for KS2.

KS2: One piece of writing each week will be marked in depth. The teacher will draw attention to two or three phrases or sentences where the child has been particularly successful in achieving the LO. One phrase will be given a prompt to enable the child to improve their work. Time will be given to act on this prompt in a subsequent lesson.

KS1: Writing marked in depth will be on a rota basis to allow detailed feedback from the teacher or TA to allow improvement.

In Mathematics, a small cross or dot is used to show an error and the problem is followed up with the children. The children may peer mark mental maths as appropriate, with the teacher encouraging a discussion of strategies used.

The children are encouraged to comment on, proof read, re-draft and check their work, either individually or with a peer, prior to handing it in to be marked.

Stickers and team points may be given at the discretion of the teacher. Pupils who have made a particular effort should be referred to the Head Teacher or Deputy Head Teacher, and the subject manager for praise.

Presentation:

The children are encouraged to take pride in their work, presenting their work to the highest standard at all times; using a ruler to draw lines, especially for tables and graphs. All work should be dated in an age appropriate way, generally using the long date for English, but a short date for all other subjects.

Blue pen (ink or roller-ball) is used once the children have attained a pen licence in Y2. (Biros are not permitted) A ruled line should be made through a mistake. In Mathematics, Art and DT pencil is used. Erasers may be used at the teacher's discretion.

Poorly presented work may be repeated in part to ensure high standards. Work for display may be recopied in totality.

Policy reviewed: Autumn 2018

Date of next review: Autumn 2019