



Falkner House Marking Policy

Nursery - Year 6 including EYFS

Reception — Year 6 refer to practices at both Brechin Place and Penywern Road

Nursery and Year 6 refer to practices only at Brechin Place

The relevant Bursar is responsible for the management of manual handling activities within his areas of control. Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

Marking children's work is critical for a teacher to assess the effectiveness or appropriateness of the lesson. If a child has made many errors and clearly not grasped the main ideas, then perhaps it was too challenging for them. If, on the other hand, a child is consistently getting everything right and not making any errors then perhaps they are not being challenged enough. It is worth remembering that a child may race through their work, making careless errors also if the work is too easy. All staff should mark work as quickly as possible and give oral praise and guidance as and when necessary.

Good marking provides a framework to encourage children to work independently in an active environment where they take responsibility for their own learning and develop lifelong skills. At Falkner House, marking – written and oral - is seen as an essential part of planning, assessment, teaching and learning. Marking is used to inform teachers' planning, both long and short term to enable pupils to learn from what they have done and so make further progress. This in turn promotes positive attitudes and behaviour amongst pupils and leads to an improvement in standards. Marking allows for self-assessment where the child can recognise their difficulties and mistakes; it should encourage acceptance of help/guidance from others. The main purpose of marking is to assist in a child's progress. It is not a game in itself and teacher's must always consider how a child may respond to marking.

On a regular basis, the leadership team look at children's marked work and also, teachers get together to share best practice.

Definitions

Test

These are topic specific and discrete e.g. spelling, tables, end of topic or foreign language vocabulary. The marks are noted on the relevant year group 'global' spreadsheet.

Assessment

These are informal and no revision is expected. The marks and papers are not generally returned to pupils or parents (other than in Year 6). Reception always does a baseline at the start of the year. Termly pieces of writing are

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assessed (progress journals). Marks for assessments with the class average and range may be relayed to parents via reports or parent/teacher meetings.

Exams

These are sat in Years 4-6 (including the external 11+ exams in Year 6). Teachers review the papers with the class and % results may be given (but never rank order) . Examination scripts are not returned to parents but may be perused in school if requested.

Falkner House Teachers Must:

- Mark and give feedback (if oral this should be noted on the work in question) to pupils promptly to validate the work and resolve misunderstandings in a manner appropriate to age and subject material.
- Know what they are marking for - accuracy, neatness, creativity, a specific grammatical point, etc. If the teacher has been encouraging the use of descriptive language, then those words and phrases thought to have been well used could be highlighted.
- Use a complementary colour to the pupils work so that it can be seen easily.
- Keep other surface feature comments to a minimum e.g. spelling and presentation, if they are not part of the learning objective or success criteria. As a guideline, in Years 1 and 2, teachers should only correct a maximum of three spelling errors for any one piece of class-based work. This number may increase in Years 3-6 depending on the ability and confidence of the child. Marking spellings should never deter any child from experimenting with language for fear of incorrect spelling.
- Acknowledge all work with a tick or symbol to show that the teacher has looked at it.
- Keep marks or % results to a minimum and use mainly for tests.
 - Note where work has been supported, sometimes with the initials of the supporting adult.
 - Award ticks and house points, smiley faces, stars, stamps etc and write a comment, sometimes very targeted feedback and sometimes more general (Good Work/Very Good).
 - Recognise if children have undue difficulty with an activity or conquer something that they found difficult for a long time and note this on the piece of work in question.
 - Be sensitive and consider the needs of each individual child.
 - Help pupils by giving constructive guidance to correct errors and set targets for improvements. Children should have time to review and act on any feedback and 'close the gap'. Pupils should acknowledge targets or 'next steps' and work towards achieving them so as to have a greater understanding of what they need to achieve. Any difficulties are resolved before (one-on-one or in small groups during break times) or during the beginning of the next lesson. If not done before, at the start of each lesson, children should look at their previous piece of work and answer any questions/complete any necessary corrections.
 - Develop learners' capacity for self and peer assessment (teacher reviewed) so that they can become reflective and self-managing.

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- Have any critical comment supported by a constructive statement on how to improve and by positive statements about the child's efforts.
- Make a recommendation of good work to the Head teacher who then can award a Falkner House 'Well Done' sticker.
- Mark work done on iPads as per marking of any pen and paper work

Falkner House Teachers May:

- Use highlighters to show achievement against the success criteria or scaffold prompts for improvement. Use pink pen/highlighter for progress (commenting on/indicating the successes) and green pen/highlighter for growth (commenting on/indicating ways to improve). Teachers may choose to mark on the work if the learning objective is achieved - a pink mark. If the child still needs support, a green mark will be made and verbal comment will be made by the class teacher.
- Learning objectives are generally co-constructed (usually verbally) with the children during the lesson. Sometimes they can be put up on the board.
- If the children are happy with their work, they may add a smiley face at the end; if they are not sure they add a straight line; and if they feel a bit confused, they might add a wiggly line. If a pupil still needs support a teacher makes a verbal or written comment. Alternatively, some of the older year groups use a traffic light system.
- Use the Falkner House 'marking code' (modified according to age) in the front of some of the children's exercise books / folders.
- give individual targets and award house points/stickers according to their individual ability, thereby motivating and encouraging pupils of all abilities.

Monitoring

We ensure that these guidelines are being used consistently throughout the school by sampling marked work. We bring samples of work along to staff meetings and we discuss effective marking strategies. Feedback on the implementation of the policy will be given during staff meetings or with individual members of staff. Samples of work and exercise books from all year groups (top, middle and bottom) are viewed regularly by the headteacher. Form teachers need to be alert to consistency in grading for their class across the curriculum.

Reception

In the main and certainly initially, staff write comments on the children's work in order to better inform planning and preparation of lessons. As the children do not read the comments in their folders, these are used only for the teachers.



Subjects With Specific Marking Systems

English

The below information may be given to children (stuck into books/put into folders) as a guide for our 'marking code'. It is more relevant for the upper school.

Feedback – what to look for.

Any feedback given to you in your books will show how well you have achieved against the learning objective and any success criteria that were agreed with you. In other words, teachers will mark your books along the lines of what you have been taught to do. Teachers' comments and suggestions of how to close the gaps are really important as they show how you can improve. Take time to read them.

Marking will be particular to your learning needs, in other words different things for different people

Feedback will highlight your successes and usually indicate an area for improvement.

Not all spellings will be corrected (so you should not be deterred from experimenting with ambitious vocabulary) but please take time to look at those that have been corrected and re-write them five times.

Code / Symbol	Explanation	Example
O	Shows a missing capital letter	(t)he dog is called (a)lbert.
sp	For inaccurate spelling: The word will be underlined and spelt correctly in the margin.	The dog is <u>rown</u> sp: brown
^	You have left out a word.	The dog ^ brown.
?	I do not understand you!	The cloe dig quick?
.....	Please expand on your ideas.	The firework was great...
Pink	To show you your successes against the learning objective / success criteria. You have understood!	LO: To use adverbs or adverbial phrases in our writing. The dog, growling furiously , leapt at the postman.
Green	An area to improve upon – often linked to the teacher's comment at the end of your work.	The postman went away . "Describe how the postman went away – after all he has just encountered a savage dog!"

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Maths

Reception

- The objective will be to avoid a child making mistakes at this early stage so they will be supported during the calculations process, but any incorrect answers are corrected with the child himself/herself.

Years 3 - 6

- If mental maths 'tests' are peer marked then they are checked by the class teacher or TA after the lesson.
- All class work and homework is checked and marked daily –(weekly for some topics) pupils generally self-mark as answers are discussed orally and on the board so that corrections can be done and if much support is needed, a 'teacher assisted' sticker or similar is put on their work.
- Mental and topic tests results are recorded by the teacher. Pupils in year 5 & 6 can write a comment at the end of each mental test stating their own opinion of their performance – e.g.: I am satisfied with my result but need to focus more.

Spanish

Generally, we mark in Spanish and relevant feedback will be given in Spanish wherever possible. If a grammatical point needs to be explained, then comments may be made in English. Children are encouraged to self-assess throughout the term and work together with the teacher to plan next steps both informally as they go and written at the end of any more formal assessment

RE, PE, Music, DT, and Art

Marking has a different emphasis in these subjects on account of work being primarily oral or , in the case of art and DT, of a different nature.

During IT lessons teacher feedback is given to pupils throughout the lessons. Pupils are encouraged to problem solve independently before asking for teacher support. Self and peer assessment takes place throughout IT lessons. At the end of each project pupils self-assess their work by completing a progress sheet, which is also completed by the teacher. Targets and skills achieved are also discussed individually at this time.

IT ART GALLERY

Year 5

Name _____ Date _____

	Pupil Score	Teacher Score
Number of times help given		
Ability to follow instructions		
Problem Solving		
Creativity		
Technical Skill		

Points out of 10 - 1 being the highest.

Pupil

During this project:

I enjoyed

I found challenging

My target for the next project

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