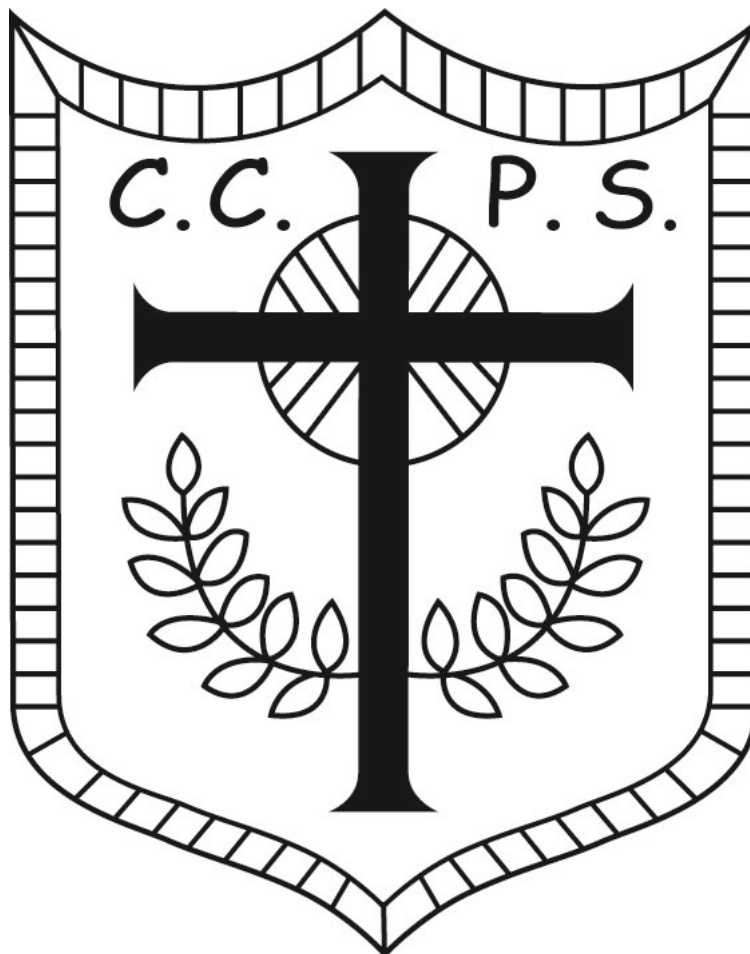


# Cotgrave Church of England Primary School



## MARKING POLICY

Reviewed	Spring 2009	Spring 2018		
	Spring 2011	Spring 2020		
	Spring 2013	Spring 2022		
	Spring 2015	<b>Spring 2023</b>		
	Spring 2017	Autumn 2023		

# Cotgrave Church of England Primary School

## Marking Policy

### Introduction

At Cotgrave Church of England Primary School we believe in the concept of 'learning for life' and the idea that both adults and children learn new things every day. We wholeheartedly believe that learning should be a rewarding and enjoyable experience for everyone, with every learning opportunity seized. As such, children must know that their work is valued and that as much care is taken in reading, responding to and marking it as went into its production. Marking of children's work forms a key part of our formative assessment, supporting children in striving to be the best that they can be. As part of this we support the children, through our marking, to 'take care' of their work, aspiring to fulfil the 'Perfect Presentation Promise'.

### Aims

Through our marking we:

- show that a child's work has worth, that it is valued and that the teacher has given it consideration.
- give encouragement and to seek to improve children's confidence, keeping the child focused and motivated.
- monitor children's progress and provide appropriate feedback.
- take a child a step further in their learning, recording progression and for comparing work by an individual, group or class.
- involve children in reviewing their own work and setting future targets and by doing so conveying our expectations.
- Support the children in achieving the school's 'Perfect Presentation Promise'.

### Objectives

It is our intention to fulfil these aims by ensuring that marking is:

- fair and consistent.
- positive, constructive and sympathetic without ignoring areas of difficulty.
- used to provide essential feedback, some of which may be verbal,
- undertaken as soon as possible after the work is completed.
- selective and appropriate to the individual child.
- inclusive of a target setting element wherever appropriate.

### Classroom Delivery

When marking, it is important that all staff are consistent in their approach. To ensure this:

- Consistency in marking is achieved by using the school's marking schemes for FS/KS1 and KS2.
- A green pen is used to mark children's work which enables the marking to be seen as distinct from the children's work.
- Opportunities are provided within each lesson for children to respond to feedback from marking.
- Children's responses are written using a red pen in order to distinguish the response from marking and their work.
- When marking work and setting targets with the children, the teacher sees the individual needs of the children and also the needs of the class. In this way planning for the next day/week/block of work is informed. This is included in annotations to the teacher's Weekly Planning Sheets for literacy and mathematics.
- A key to marking conventions within this policy will be displayed within classrooms and inside the children's books.

When marking work and setting targets with the children, the teacher will see the individual needs of the children and also the needs of the class. In this way planning for the next day/week/block of work will be informed. This may be included in annotations to the teacher's Weekly Planning Sheets for literacy and mathematics.

### Staff Wellbeing

In order to support staff wellbeing, expectations around teachers' marking have been reduced with a minimum of only one piece of work in the week in English and Mathematics involving 'developmental marking'. For all other pieces of work during the week, the marking should be 'light touch marking'; with 'pinking' and 'greening' of the success criteria and areas where work needs to be corrected (eg arithmetic, spellings) or followed up in some other way.

### Responsibilities













The Senior leadership Team will monitor the implementation of this policy.









### Review

All policies are subject to periodic evaluation and update.

Reviewed Autumn Term 2023

### Marking Schemes

<u>Foundation Stage/Key Stage 1 Marking Scheme</u>	
A a	Capital letters
•	Full stops
I	Capital I
	Finger spaces
	Listen for sounds
	Letter formation
1 2 3	Number formation
	Mistake
	Spelling mistake
	Re-read your work
	Handwriting (ascenders/descenders)
	Great ideas
	Verbal feedback (with staff initials)
	Target
	Target achieved (with staff initials)
	Extra challenge
PPP	Perfect Presentation Promise
<b>Don't forget to respond to any marking or comments!</b>	

<u>Key Stage 2 Marking Scheme</u>	
? ! ...	Other punctuation
	Spelling mistake
	Re-read your work
Ed. _____	Go back and edit this sentence
^	Omission
	A good example / Great ideas
	Great ideas
	Verbal feedback (with staff initials)
	Target (action to be taken)
	Target achieved (with staff initials)
PPP	Perfect Presentation Promise
	Extra Challenge
<b>Don't forget to respond to any marking or comments!</b>	

## Appendix 1: Perfect Presentation Promise (Key Stage 1 and Key Stage 2)

### Perfect Presentation Promise - Foundation Stage and Key Stage 1

I promise:

- ☑ To keep the front of my book mark free.
- ☑ To keep my book flat and not lean on the edges
- ☑ To ensure my book is the right way around before starting my work.
- ☑ To ensure no space is wasted, making sure no pages are missed.
- ☑ To start writing at the edge of the page and use up the whole line.
- ☑ To use a sharp pencil.
- ☑ To have a date for every piece of work.
- ☑ To have a learning objective in my book for every piece of work.
- ☑ To underline all titles (but not the date).
- ☑ To do my best handwriting at all times.
- ☑ To only ever cross out with one pencil line.
- ☑ To respond to any teacher comments.

### Perfect Presentation Promise - Key Stage 2

I promise:

- ☑ To keep the front of my book mark free.
- ☑ To keep my book flat and not lean on the edges
- ☑ To ensure my book is the right way around before starting my work.
- ☑ To ensure no space is wasted, making sure no pages are missed.
- ☑ To start writing at the edge of the page and use up the whole line.
- ☑ To use a sharp pencil (or a handwriting pen).
- ☑ To use pencil for all drawing, all mathematical work, all underlining and all lines for labels.
- ☑ To write a date for every piece of work.
- ☑ To have a learning objective in my book for every piece of work.
- ☑ To underline all titles (but not the date).
- ☑ To do my best handwriting at all times.
- ☑ To only ever cross out with one pencil line.
- ☑ To respond to any teacher comments.