

Learning and Growing; Safe in God's Love



BIRCHINGTON CE PRIMARY SCHOOL

MARKING POLICY

At Birchington CE Primary School or Christian Vision and School Values are integral to all that we do. We believe every child should have the opportunity to achieve and succeed at the highest level regardless of gender, race or ability.

Aims :

- To make sure the learning question and Steps to Success (S2S) are shared with and understood by the pupils
- To ensure pupils are clear about what they have done well and what they need to do to progress
- To give regular feedback to pupils about their work
- To value the work of every individual
- To make sure marking informs the review and evaluation of teaching plans
- To make clear to pupils and parents what is being asked of the child
- To involve our pupils in their own assessment and marking
- Year 2 pupils to begin to respond to marking to extend or rehearse learning
- KS2 pupils to respond to marking to extend or rehearse learning

Marking will be successful if it:

- refers directly to the Learning Question
- is constructive, varied and engaging
- helps the child to move forward
- is specific and focused and does not attempt to cover everything
- includes oral and written feedback as appropriate
- checks that work has been successfully completed
- recognises the progress and effort made
- is completed in a reasonable timeframe after the lesson

When marking, teachers need to use a range of techniques including:

- symbols on our marking key
- make personal, short, constructive comments which recognise the child's achievements, encourage improvement and informs the child of the next step in his or her learning (these can be verbal)
- use a neat, legible style of handwriting – in line with our Handwriting Policy
- correct, or if he/she is an older child, encourage pupils to correct errors in spelling, punctuation, use of paragraphing and grammar - it maybe useful to focus in and target one area at a time e.g. in Science misspelling of scientific vocabulary
- be aware that several wrong answers suggest that the child does not understand; help must be given and appropriate levels of work set, remember to push the child to reach their personal potential
- make sure any requests for consultation with a child are followed up and any misconceptions / difficulties are addressed
- give children time to read any comments before embarking on corrections and give specific time for pupils to respond to marking
- give opportunities for peer/group marking and assessment where age appropriate

Presentation

We aim to encourage our children to present their work as neatly as possible. Work in exercise books needs to be legible and each child should be attempting to use fully cursive script in line with our handwriting scheme.

1. In English, the correct tools must be used
 - Pencil in books/folders in the EYFS, Years 1 & 2
 - Blue pen in Years 3, 4, 5 and 6
 - A ruler and pencil should be used for drawing lines, this should be encouraged from the earliest possible stage
 - Coloured pencils should be used to illustrate work: felt/gel pens should be used at the teacher's discretion but not in exercise books

2. All work must be dated with a Learning Question/ S2S clearly shared/written/printed/subject labelled top right corner of page. KS2 children should draw margins on pages where there are none and underline dates and titles with a pencil and a ruler.
3. In Mathematics, work should be set out neatly and a ruler and pencil used for drawing lines and margins.
4. As the children mature, they are encouraged to take ownership of their work. As they progress throughout Key Stage 2, children should check and self/peer correct before discussing a piece of work with their teacher. Any editing completed by the child as part of the learning journey must be done so in purple pen.
5. When marking the following colours will be used:
 - Class Teachers - black pen only
 - Teaching Assistants - green pen
 - Cover Supervisors – blue pen only
 - Supply Teachers and Cover Teachers - red pen
 - Felt or gel pens are not to be used for marking books

Links: see Assessment Policy

KB, DHT & P/ Leaders reviewed: July 2024
Policy to be reviewed: July 2025