



Samuel Allsopp
Primary & Nursery School

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Policy for Marking and Feedback at a Glance

Policy last reviewed and updated by Governors:	
Date interim amendments made (if any):	
Date for next review:	

Victoria Site: Victoria Road, Burton upon Trent, Staffordshire. DE14 2LU

Orchard Site: Belvoir Road, Burton upon Trent, Staffordshire. DE13 0RA

A place where
children **CAN**

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We inform all parents about this policy and supply them with a parent one-page attendance overview when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed annually to reflect any necessary changes required and to ensure that staff are kept up to date with expectations relating to the Early Years Foundation Stage.



1. Samuel Allsopp Primary and Nursery School Intent Statement

At Samuel Allsopp Primary & Nursery School, our curriculum and all that we do intends to:

- Be supportive and inclusive of the needs for all learners
- Harness pupil independence & allows them to have a go at solving problems for themselves first
- Allow children to make their own 'informed' choices
- Develop their confidence
- Support them to be resilient and get into good habits for the future
- Prepare children for a life outside of school that enables them to make a positive contribution to British society
- Enable them to be proficient users of the English language – speaking and writing
- Widen their contextual vocabulary
- Work independently but also in teams
- Encourage children to go 'beyond their own normal' and experience new things
- Engage children in making a contribution and playing an active part
- Support parents to become active stakeholders in their child's learning
- Provide opportunities for the children to investigate, explore and play an active part in shaping their learning

Marking and Feedback of all books

- Marking must always reflect the Learning Objective and Success Criteria as well as basic skills and age-related expectation for the year group. Children to use pen or pencil when writing in books. Children will respond to 'Fix its' using their purple pens.
- All pieces of work in books need to be marked and feedback given.
- Verbal feedback and formal marking to be completed by class adults only
- All work marked by a person, other than the class teacher should be initialled

Learning Objective

Lo corner to be highlighted as follows (not the whole objective)

-  **LO:** Green means the concept has been understood
-  **LO:** Orange means it has not been understood or is not secure

 Use Green pen to mark all work

 Use small ticks to indicate correct work

- Indicate incorrect work using a dot

VF means verbal feedback given

 means supported by adult

 The magnifying glass stamp identifies where a correction or improvement needs to be made - transcription, punctuation or grammar related (up to 3 stamps). This will be accompanied with:

~~~Spelling corrections underlined with a squiggly line

\_\_\_ Underline missing capital letters

○ Circle missing punctuation

 Children respond in purple pen to 'fix it's'

 Use of Dojo stickers/stamper to celebrate work and achievements within work.

 Footprint stamp identifies children's next step

EYFS live marking addressing letter formation as per cursive handwriting policy. Written account of independent or supported piece of work, including support resources used. Verbal feedback given to child to support area of need e.g. pencil grip, not hearing the end sound of a word.

KS1 - if it is something the children are working on then it would be three occasions to be fixed, children to respond in purple pen.

KS2 - would need a general comment related to the corrections for the children to respond to in purple pen.

Children who have the magnifying glass stamp will complete their fix it's during the 'Fix it' time first thing in the morning.

- If an objective is highlighted orange - the following morning, during fix it time will be a follow up with an adult to address the misconceptions - SLT will check that the right children are receiving the follow up
- Fix it's need to be followed up by the adult to ensure they have been addressed by the child, the adult will then tick to make sure they have responded
- When Success Criteria is used, children are to tick off to identify they have used it (self-reflection in their column) and then staff to tick off (in their column)

| Success Criteria: |  | Self-mark: | Teacher mark: |
|-------------------|-------------------------------------------------------------------------------------|------------|---------------|
|                   |                                                                                     | ✓          | ✓             |
|                   |                                                                                     | ✓          | ✓             |
|                   |                                                                                     | ✓          | ✓             |
|                   |                                                                                     | ✓          | ✓             |

| <b>Marking and Feedback of all Books – Mini Codes</b>                               |                                                                                                                                                            |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Adults mark in green                                                                                                                                       |
| VF                                                                                  | Verbal feedback given                                                                                                                                      |
|    | means supported by adult                                                                                                                                   |
| ~~~                                                                                 | Spelling corrections underlined with a squiggly line                                                                                                       |
| _____                                                                               | Underline missing capital letters                                                                                                                          |
|    | Circle missing punctuation                                                                                                                                 |
|    | Green means the concept has been understood                                                                                                                |
|    | Orange means it has not been understood or is not secure                                                                                                   |
|    | The magnifying glass stamp identifies where a correction or improvement needs to be made - transcription, punctuation or grammar related (up to 3 stamps). |
|  | Children respond in purple pen to 'fix it's'                                                                                                               |
|  | Use of Dojo stickers/stamper to celebrate work and achievements within work                                                                                |
|  | Use of footprint stamp at the end of the work to identify their next step                                                                                  |

**Declaration that this policy has been submitted to Governors for perusal and approved for publication**

|                          |        |
|--------------------------|--------|
| Signed:                  | Dated: |
| Mr Smith<br>Head Teacher |        |

|                                 |        |
|---------------------------------|--------|
| Signed:                         | Dated: |
| Chair of Governors<br>Mr Symons |        |

