



Baslow St. Anne's Church of England Primary School



Growing healthy minds and hearts together



"Life in all its fullness"

Marking and Presentation Policy

Version	Date	Author	Minute Number	Reason for Change
1	Nov 2014	M Clark		
2	June 2016	M Clark		
3	June 2019	M Clark		Updated to changes of values and vision
4	December 2019	T. Osborn	634111427_1	Updated marking codes and presentation expectations

5	October 2021	M.Clark	04/C&S/10/21	New KS2 marking codes and amendments to children's expectations and presentation of work
6	September 2022	M Clark	05/C&S/09/22	No change

Marking & Presentation Policy for Staff

Principles and Values

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life embedding our core values: respect, kindness and diversity.

Aims

We strive to motivate, encourage and inform children of the next stages of their learning. Through focused individualised marking we aim to maximise attainment and progress for all children.

Types of Marking

Acknowledgement Marking

All work should be 'acknowledge' marked, this would require a tick or stamp to show that work has been seen by a member of staff.

Focused Marking

The majority of work should be focused marked and related back to the objective and targets; not all errors will necessarily be highlighted.

Marking should include both positive comments (Green) and targets for improvement (Pink).

Suggestions for improvement might include:

- elaborating and extending (tell us more)
- adding a word, sentence or punctuation
- changing the text structure (editing what has already been written)
- justifying (why?)
- links to personal targets and/or objective
- Spelling corrections

Key Stage 2 teachers should model cursive joined handwriting when writing comments and feedback.

Summative Assessment

Certain pieces of independent work during assessment periods will be used to make summative judgements of children's attainment and progress.

Self and Peer Assessment

- Objective acknowledgement
- recording traffic lights or faces in their books
- through thumbs up etc.
- Verbal feedback
- Opportunity to specify how they found the lesson and request further help.

Specific time is planned into our lessons in order for children to have the appropriate time to reflect, correct and/or edit their own work. This correcting time is referred to as 'Think Pink Time'.

Feedback Sessions

Verbal feedback is a powerful tool to impact on learning allowing targets to be shared, reviewed and set. Verbal feedback will be recorded in books by a V. Stand-alone feedback sessions may be utilised to revisit whole class or individual objectives.

Marking Codes

Suggestions for improvement and next steps in learning will be highlighted or written in pink and examples of achievement against the objective will be identified in green.

EYFS and Key Stage 1

Marking symbols	
/	A lot of adult support to complete task
∟	Some adult support / group work
△	Independent work
☺ ₄	Work shows a very good understanding of objective set
☺ ₃	Work shows they understood the objective set
☺ ₂	Work shows some understanding of objective set
☺ ₁	Work shows no understanding of objective set
V	Verbal feedback given
Go green	Positive comments
Think Pink	Targets to focus on

Towards the end of Key Stage 1, teachers will introduce the marking criteria used in Key Stage 2 to build familiarity.

Key Stage 2 (Years 3, 4, 5 & 6)

We have agreed the following codes to assist manageability, continuity and consistency:

Marking symbols	
/	A lot of adult support to complete task
∟	Some adult support / group work

△	Independent work
4	Work shows a very good understanding of objective set
3	Work shows they understood the objective set
2	Work shows some understanding of objective set
1	Work shows no understanding of objective set
V	Verbal feedback given
Go green	Positive comments
Think Pink	Targets to focus on

Written work

sp - Mis-spelt words to highlighted or underline with pink ink and children to write out the correct spelling three times. (Key Stage 2 to record the correct spelling within their spelling logs)

// - New paragraph

SC - Self corrected/ self-edited

Any work marked by pupils and/or their peers will be in coloured pencil crayon and any work that is edited or up-levelled will be written in 'Purple Polishing Pen'.

Guidelines to achieving high standards in presentation

- The date will be written accurately on the top left of the page.
- Full dates will be used within English books (Thursday 25th November 2021) and underlined with a ruler and coloured pencil crayon.
- Short Date (25.11.21) will be used for Mathematics.

- Children are encouraged to attempt words that they may be unsure of. Children will underline these words neatly with a wiggly line. Key Stage 2 will encourage children to use a dictionary or thesaurus to check this word at a later opportunity.
- Age appropriately, the children will tick or draw a small star using a pen or pencil once they have read, understood and acted upon the comment written by the teacher. Key Stage 2 may be encouraged to respond to their individual feedback.

All children will use pencil at all times in Mathematics lessons.

Expectations within English and other subjects

Up to and including Year 3

All children to use pencils within all lessons.

Year 4

All children continue to use pencil. Teacher discretion may allow Year 4 children who have a high consistent standard of cursive handwriting to use a pen supplied by the school.

Year 5

Children to continue to use pencil but will be expected to progress onto using pen when they are displaying fluent, neat cursive writing. Some children may need extra time in Year 5 practicing with pencil - teachers' discretion.

All children will write in blue ink (editing in an alternative colour).

Year 6

By the end of Year 6, all children will be able to write fluently with a pen. Year 6 teachers may use their discretion and allow pencils to boost confidence where necessary being mindful of the end of year expectations.

School will provide all pens but reserve the right to change the type and/or style due to any individual children's requirements.

Implementation and consistency throughout the school will be continuously monitored in all subjects by the Headteacher, Deputy Headteacher, Subject Leaders, Governors and Advisor through various regular monitoring

opportunities such as learning walks, book scrutiny and internal and external moderation meetings.

Policy shared and agreed by staff: November 2019

Reviewed: December 2019

Reviewed: October 2021 M.Clark and staff

Reviewed: September 2022 M.Clark