



# Newport Infant School

## Marking Policy

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Policy Lead	Headteacher
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Policy Category	General

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### Aims:

Work in pupil books is marked in order to:

- demonstrate the skills and knowledge of children,
- identify their areas for development and next steps,
- inform staff where a child has not achieved the skills and knowledge in the success criteria of a piece of work
- evidence where adult support has had impact on a child's learning
- provide opportunities for pupils to respond to fundamental errors made in their work and make progress in their learning
- give pupils opportunities to evaluate their own and their peer's work

### Purpose

The purpose of marking is to give pupils feedback about their work to help them to make progress and consistently develop their skills and knowledge. It will also inform the teacher about the level of support received by the child to complete the task. Marking will be used by teachers to assess pupils' progress and attainment over time.

### How work should be marked

Marking by adults must be neat and must be in line with the expectations set for pupils in the style of handwriting and presentation.

All marking by adults will use pink and green pens; highlighters for the learning label steps for success and writing pens for the close the gap and impact comments.

Pink highlighter indicates that a step to success is evidenced as being achieved in the piece of work

Green highlighter indicates that a step to success is not evidenced as being achieved in the piece of work

Comments and images in green pen indicate where adult support has had impact on a child's progress or where a child has made a fundamental error in their work that requires a response to close the gap.

Comments and images in pink pen demonstrate elements of a child's work where they have achieved the elements on the learning label. These may often be in the form of a tick or smiley face within the body of the work.

Learning labels will contain an option to be selected to indicate the level of support given to the child in order to complete the task. This must be acknowledged by the adult marking the work

T = Teacher

TA = Teaching Assistant

I = Independent

OA- Other Adult

Teaching Assistants should also initial work

Pupils will be given opportunities to respond to marking by staff. This will be a focus of the work by staff. There is no expectation that there will be written comments on work by staff, it is preferable for there to be a close the gap task or indication of how to improve the work.

Where staff do write in pupil workbooks, there is an expectation that handwriting will be neat, legible and in line with the school handwriting policy.

Pupils will have opportunities to assess each other's work in a range of ways and will also engage in assessment of their own work.

The protocol for marking will be reviewed annually to ensure that it is in line with best practice and that it meets the needs of our pupils.

### **Marking Summer 2018**

#### **Guided Work**

Marking will be completed during the session using the pink and green pens. Pink will be used for demonstrating achievement of the success criteria and green will indicate that the pupil needs to improve in order to achieve the elements on the learning label. Impact of the guided group will be made in green. There will be opportunities to respond to marking and close the gap. Pink and green highlighters will be used on the learning label. A pink pen may be used to indicate things done well by the pupil—a tick above a word.

#### **Independent work**

This will be largely marked after the session. The focus will be on fundamental errors—letter formation, position on the line, capital letters and full stops, common exception words, elements that are the focus of the learning. These will be marked in green and there will be an opportunity for pupils to respond and close the gap at the bottom of the work. Arrow post-its will be used to tab the work so that pupils can find it quickly.

There is not an expectation that there will be written sentences and comments on work such as well done, super story. Symbols and colour will be the key marks.

Learning labels will evidence G or I and TA or T so that these can be highlighted by staff to speed up this part of the process and ensure that it is completed.

Where verbal feedback is given—VF will be written in green.

Teachers are expected to check work marked by TA's to ensure that they know how pupils have performed and their next steps.

When TA's are unsure how to mark a piece of work they should leave information for the teacher on a post-it.

TA's to initial all work that they mark.