

Waterthorpe
Nursery Infant school



Marking Policy

April 2017

Approved by: Curriculum Committee

Date: 24/4/17

Next Review Date: Spring 2020

MARKING POLICY AND GUIDELINES

Introduction:

We see marking of all work throughout the curriculum as an expression of the learner's own achievement as well as a method of guidance and to highlight main teaching points. Marking will be purposeful for the teacher and/or the learner.

Aims:

Marking will

- be fair and consistently applied by all staff, following this policy
- benefit learners through positive, constructive comments that build confidence and demonstrates that the work is valued
- encourage learners to have pride in their work
- advise adults and learners on achievements and areas for development
- assess what a learner has learnt and understood (refer to assessment policy)
- be selective in terms of what needs to be highlighted for individuals and what is appropriate for them

Marking methods:

1. Teachers and Teaching Assistants will make quality comments on learner's achievements and/or areas for development. These comments will be used as assessment of learning (AOL) and assessment for learning (AFL) tools.
2. Marking may include comments about how much help a learner has had or what resources they have used. (This is to enable accurate assessments of a learner's achievements, when using work as evidence, to be made.) A teacher may use stamps to indicate whether a child worked independently or had help. Alternatively, the following symbols may be used:
 - 'I' Independent
 - 'AS' Adult supported
3. Marking will take account of what has been taught e.g. in writing the teacher may correct a spelling where the correct phonetic spelling choice has been taught and not used, whereas an incorrect spelling choice may not be corrected if it has not been taught to the child.
4. Marking will take account of the child's learning needs, previous targets and the learning objectives of the lesson.
5. Ticks, crosses, underlining, circles, dots and 'c' for corrections may be used depending on the purpose.
6. Stars and wishes will be recorded in children's books, where appropriate, to identify achievements and areas for development. These comments must be in 'child-speak' language for learners to use them effectively.
7. Teachers will use 'target stamps', in KS1 writing, to indicate improvement points. At the beginning of a lesson the children will be reminded to refer to previous target stamps.
8. Learners are encouraged to mark their own work using face symbols to indicate how their achievement. They will do this using traffic light colours according to the extent that they have achieved the success criteria.
9. The teacher will initial the learning objective on each piece of work. This will be done in a coloured pencil (red, amber or green) according to the achievement of the objective.

Waterthorpe Nursery Infant School

10. Learners will be encouraged to verbally/non-verbally evaluate their own work and the work of others in practical tasks through the use of group feedback e.g. by identifying what a group has done well in PE, or by non-verbal responses such as 'thumbs-up'.
11. Learners may be asked to correct teacher marked aspects of their work either at the end of a lesson, following teacher marking, at the beginning of the next lesson or in a teacher directed time.
12. Verbal or written comments, stickers and stamps are used to indicate praise. Learners may be asked to show their work to other teachers or the Headteacher when they have displayed excellent effort or achievement. Learners may also be rewarded in merit assembly.

These guidelines reflect current practice and will be monitored and reviewed regularly.

Review date: Summer 2020

Equality Impact Assessment Template

Name of policy or project being assessed?	Date
Marking Policy	24/4/17

Priority Level	
High	
Medium	
Low	X

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Curriculum Committee members

What are the aims of the policy or project?
<p>Marking will</p> <ul style="list-style-type: none"> o be fair and consistently applied by all staff, following this policy o benefit learners through positive, constructive comments that build confidence and demonstrates that the work is valued o encourage learners to have pride in their work o advise adults and learners on achievements and areas for development o assess what a learner has learnt and understood (refer to assessment policy) o be selective in terms of what needs to be highlighted for individuals and what is appropriate for them o be manageable e.g. quality marking with a focus group
Who is the intended customer/service user of this project or policy?
Staff and children
What are the desired outcomes from this project or policy?
Consistent marking methods used
List any other key policies, procedures, projects or strategies that this policy/project has implications on: Assessment, recording and reporting policy, monitoring and evaluation

Waterthorpe Nursery Infant School

<i>What are the racial, disability and gender equality implications of the policy or project?</i>	
None	
Does the policy or project have any significant positive impact for: <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	No
Does the policy or project have any significant adverse impact for: <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	No
Do you have any evidence?	
Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?	N/A

Action to take :			
If you have indicated there is a negative impact, can it be justified?	<table border="1"> <tr> <td align="center">YES</td> <td align="center">NO</td> </tr> </table>	YES	NO
YES	NO		
If you have indicated there is a negative impact and it cannot be justified, is it discrimination? N/A	<table border="1"> <tr> <td align="center">YES</td> <td align="center">NO</td> </tr> </table>	YES	NO
YES	NO		
If you have answered YES, please list all the changes that you have made to eliminate this discrimination:			
Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy)			

Signed (Person completing the form): 	Date: 24/4/17
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