

# WINDLESHAM HOUSE SCHOOL

## POLICY: MARKING AND FEEDBACK



Approved: 23 November 2020

Last Technical Review: November 2020

Next Review Date: November 2020

Responsible Member of Staff: Pippa Sutcliffe (Assistant Head Academic)

Responsible Governor: Charlotte Johnston

Policy: 03-07

**Statement of Policy:** *It is the policy of Windlesham House School to mark children's work; clearly, consistently, relevantly and effectively to enhance the children's learning.*

This policy extends to the Prep School, Pre-Prep and Early Years Foundation Stage.

### Aims

It is our aim to ensure that work is marked regularly and purposefully.

Marking should determine understanding for both pupils and staff. It should be informative; give encouragement and praise to motivate the child, provide constructive comment, identify areas for improvement. It will also inform planning and provide evidence of attainment.  
Practice and procedure

Marking of pupils' work falls into two categories: informal and formal.

### Informal

This is the checking and on-going monitoring of the completion of class work and prep.

Staff should be using both positive language and areas to improve in their feedback to pupils. The diaries can be used for stars and Alphas. Pupils should be provided with a comment linked to the success criteria of where they have been successful to encourage and give targets or areas for further development again linked to the success criteria. Wherever possible, classwork should be marked on completion and in the presence of the child and immediate, age appropriate, feedback given. Errors can then be discussed as they occur. It is certainly not necessary to write on every piece of work, as verbal comments are just as valid as written ones. All criticism should be constructive and made in order to raise standards.

Pupils marking their own work or peer marking are both productive forms of marking. Marking should be in a contrasting colour so that it can be seen. Marking should encourage the child to have an awareness of appropriate presentation. High standards of spelling, grammar, handwriting and general presentation are expected in all subjects. The use of a blue fountain pen or handwriting pen is required.

Outstanding work should be recognised and has an opportunity to be displayed on the WOW board – this is decided by the teacher initially and then sent to the Headmaster. The definition of outstanding in this instance is “significantly above expected levels for that pupil”.

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### **POLICY: COLLECTIVE WORSHIP**

Children should not rub out work that has been marked. It is good practice to show that pupils have understood and responded to the marking. This can be done with corrections, initials and/or additional questions or any other appropriate method. Highlighting is also an effective method for the pupils to reflect on their work.

Teachers ask why an area of the children's work is highlighted: does it show that it has met or exceeded the criteria or does it show that there are areas for improvement? Pupils should be aware of how they can improve their work. In addition to the above some Departments may have some specific procedures for correcting and marking work. It is the responsibility of the HoD and the staff within the Department to agree on those procedures. These may include traffic lights, initials, post-it notes, smiley faces or brief comments etc. as appropriate. Details of the procedures are kept within the Department.

#### **Formal**

This is the more detailed marking of particular tasks and exams to provide evidence of attainment. The methods of marking are more likely to be a percentage and or grade. Formal pieces of work will normally be marked against a standard mark scheme and moderated within subjects / year groups by teachers concerned. There could be a structured review of an exam where verbal feedback or written comments would be given. HoDs would meet to discuss the performance of each child.

#### **Assessment and Record Keeping**

Formal assessment results are recorded on iSAMs.

#### **Monitoring and review**

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate).

This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.