



# Marking Policy

## Reviewed February 2020

Hambridge Primary School is a member of The Levels Academy Trust

### Hambridge Primary School Marking Policy

#### Rationale

The staff at Hambridge Primary believe that marking should:

- Provide positive feedback and encouragement to the child.
- Motivate children.
- Identify how children can improve their work (providing next steps in learning).
- Assist the teacher in assessing and planning children's work.
- Relate to the learning objective set.

This can be done through:

- Providing consistency in common marking strategies throughout the school and across the curriculum.
- Ensuring the pupils are aware of the purpose and the focus of the work before undertaking the task.
- Building a growing awareness of self correcting strategies in order to achieve quality work.

#### General points about marking

- To avoid "missed" learning opportunities, marking should be carried out alongside a child in the first part of written work. (This avoids heavy marking loads for teachers.)
- Teacher's marking should model good handwriting.
- Work marked away from the child should be supported by positive and constructive feedback.

- Teachers may write a comment/question for children to respond to, in order to extend their thinking.
- Work should be marked in any appropriate colour pen except red. (alongside the child as much as possible).
- A variety of awards such as stickers, stamps, smiley faces etc ... may be used at the teacher's discretion.
- Particular awards may be acknowledged by the Head with a special sticker.
- Work that is considered 'outstanding' for that particular child can be rewarded with 'The cupboard of Glory'. (A small gift chosen by the child from the headteacher).
- Work should be dated, titled and underlined using a ruler.
- Peer assessment and editing is encouraged at the teacher's discretion.
- Time should be built into the school day to allow children to read previous comments, initial and reflect on them.
- Comments should be formative and help children understand next steps in their learning, thereby securing improvement.
- KS2 children will recognise the following symbols to correct written work:

Sp = A known spelling word has been mis-spelt.  
(modelling of correct spelling should be used also).

// = New paragraph needed

### Specific subject marking and presentation

#### English

The long version of the date will be used in English books. This will be underlined.

#### Writing

When marking creative writing, children should not be penalised for trying to expand their vocabulary. The number of spellings corrected will depend on the ability of the particular child and the focus of the marking. However, there should be an insistence that age appropriate key words are spelled correctly.

In KS1 the teacher may scribe below the child's emergent writing where a phonetically accurate word has been attempted eg *grden* for garden. This may also be done to help it make sense to the reader. Attention should be given to developing accuracy in use of/ correct spelling of key words.

In KS2 teachers will identify an appropriate amount of mis-spelt words and model the correct spelling, writing "Sp" in the margin. The child may then be asked to write the word at the end of their piece of work and practise. Punctuation should be appropriately demarcated and therefore modelled for the pupil.

All children should be encouraged to present their work neatly.  
Accurate letter formation ,consistently sized and spaced.  
Cursive writing is encouraged from Year 2 upwards.

### Mathematics

The short version of the date will be used in Mathematics. This will be underlined.

Correct answers will be marked with a tick. A cross will be placed next to a suitable amount of incorrect answers so that the child can check these. Perhaps a comment such as “we will look at this again” is more heartening.

Errors which arise as a result of the child not understanding the concept should be discussed with them.

Numbers will be entered using one digit per square. Numbers not correctly formed or back to front will be pointed out and used as an area for practice.

Children should be encouraged to present their work neatly and show their working out or jottings.

This policy was reviewed: February 2020

This policy is due to be reviewed: February 2022