

# BYRON COURT PRIMARY SCHOOL MARKING AND PRESENTATION POLICY

## 1.0 INTRODUCTION

- 1.1 At Byron Court we believe it is essential that there is a consistent approach to responding to pupils' work.
- 1.2 We believe that work should be marked carefully and consistently, identifying any misconceptions and the next step in learning to further a child's development in any curriculum area.
- 1.3 It is important that children value their work and that they produce work which is presented to a consistently high standard and which follows the school's policy.

## 2.0 AIMS

- 2.1 To ensure all work is acknowledged and marked appropriately to the task set.
- 2.2 To support teachers and pupils in the process of continual assessment.
- 2.3 To ensure marking is consistent throughout the school.
- 2.4 To ensure marking is meaningful for each individual pupil.
- 2.5 To ensure there is appropriate, constructive feedback.
- 2.6 To provide guidance for future development, sometimes in the form of a target.
- 2.7 To ensure pupils' work is presented to a consistently high standard.
- 2.8 To ensure work is marked daily for the core subjects Literacy and Numeracy and weekly for all other subjects.

## 3.0 PRESENTATION OF WRITTEN WORK

- 3.1 In KS2 all written work needs to be presented in the following format:
  - 3.1.1 The date should be written on the first line down, next to the margin.
  - 3.1.2 Miss a line under the date and write the W.A.L.T (We Are Learning To ...) next to the margin.
  - 3.1.3 Miss a line under the W.A.L.T. and write the title in the middle of the line.
  - 3.1.4 The date and W.A.L.T should be underlined using a ruler.
  - 3.1.5 In Spelling Test Books, pupils need to write the short date and numbers to the questions.
  - 3.1.6 Handwriting should follow the agreed scheme.
  - 3.1.7 In Years 3 and 4 pencil should be used for all work.
  - 3.1.8 In Year 5, all pupils should begin in pencil and when handwriting is assessed and is consistently joined and neatly formed, can be given a handwriting pen to use in all written work.
  - 3.1.9 Pens must be dark blue Berol handwriting pens. If pupils wish to use their own pens they should be either fountain pens or roller-ball pens – no ball point pens (e.g. Biro) are allowed.
  - 3.1.10 All diagrams and tables etc should be drawn in pencil-only the writing should be in ink.
- 3.2 In Year 2 pupils should write the date, title and W.A.L.T. in their books. These should all be lined up next to the margin.

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3.3 In Year 1 (Autumn Term) pupils should write the full date in English books and the short date in all other books, next to the edge of the page and the W.A.L.T. should be glued in by the teacher/Teaching Assistant. From the Spring Term, pupils should be writing the date and title. The W.A.L.T. should be stuck in by the teacher.

3.4 In Reception a line should be drawn on pupil's work for them to write their name (aided or unaided). The page should have a line drawn, separating the writing from the picture. The symbols 'I' for independent and 'Sup' for supported should be recorded on pupils' work.

## 4.0 GUIDELINES FOR MARKING

4.1 **Speaking and Listening** - Oral comments to the child or group.

4.2 **Reading** -

- Oral feedback given to the child.
- Written comments to be completed in reading homework book.
- Scheme Levels/ achievement criteria recorded on appropriate record sheet.
- Pupils to be benchmarked termly or before as appropriate.

4.3 **Writing** –

4.3.1 The success criteria must be shared with pupils so that they know what they need to do in order to achieve the lesson objective. This will also provide a focus for marking.

- Year 1- one 'must'
- Year 2- one 'must'
- Year 3 - one 'must'  
one 'should'  
one 'could'
- Years 4/5/6- At least one 'must'  
one 'should'  
one 'could'

As the pupils get older it may be appropriate to have a longer list of success criteria.

4.3.2 To mark written work using a highlighter:

### **Reception & R/Yr 1: From the Autumn Term:**

Green Smiley Face – good work

Orange underlining- improvement

### **Years 1 and 2: Autumn / Spring Term:**

Green Smiley Face – good work

Orange underlining – improvement

### **Summer Term:**

Green highlighting- good work

Orange highlighting- improvement

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## **Year 2 – Year 6: From the Autumn Term:**

Green highlighting – good work - at least one highlight for a piece of writing

Orange highlighting – improvement - only one improvement for each piece of writing.

Highlighting must be used for marking all pieces of written work in literacy. (This will be a maximum of 2 per week).

4.3.3 To provide meaningful comments which refer to:

- The Learning Objective/W.A.L.T.
- Punctuation
- Grammar/use of language
- Presentation
- Spelling
- Drafting Procedures
- Purpose of writing
- Content
- Sentence/paragraph construction

4.3.4 To allow pupils time to improve their work.

### **Reception/Year1**

Pupils will be able to make an instant improvement following verbal feedback from the teacher.

### **Year 2**

The teacher should model how to make an improvement to a piece of written work, this could be done during the plenary of a writing lesson, or at the beginning of the next lesson. This should happen once a week.

### **Year 3-6**

Pupils should have at least one editing session a week. The session needs to last about 10 minutes. Once the pupils have been trained, they could do this as an early morning activity. However, you will need to teach the pupils how to use editing to improve their work. A focused lesson on editing at least once every three weeks is recommended.

The improved/edited work can just be marked with an acknowledgement tick.

## **5.0 PRESENTATION OF MATHS WORK**

5.1 In KS2 pupils MUST be taught how to set out their work:

- margin should be one square wide,
- date should be written on the top line,
- miss a line,
- write the W.A.L.T ,

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- miss a line,
  - write the title,
  - everything should be underlined using a ruler.
- 5.2 Pupils in Year 2 should write the short date, W.A.L.T and title lined up to margin or edge of the book.
- 5.3 Pupils in Year 1 should write the short date and the W.A.L.T should be glued into their book in by the Teacher
- 5.4 In Reception, Numeracy sheets should have the date and W.A.L.T written on them, work in books should have a date and W.A.L.T written by the teacher. The symbols 'I' for independent work and 'Sup' for supported work should be recorded on pupils' work.
- 5.5 Where appropriate the page should be folded in half and two columns created.
- 5.6 No more than one digit written in any square.
- 5.7 A ruler must be used for all underlining and for standard method calculations.
- 5.8 All question numbers and letters should be written in the margin.
- 5.9 All work should be completed in pencil.
- 5.10 Pupils should rule off their last piece of work after the teacher's comment before they start a new piece of work.

## 6.0 MARKING OF MATHEMATICS

- 6.1 Where possible the marking of a piece of work should be done alongside the child.
- 6.2 Teachers should monitor self-marking.
- 6.3 Pupils can self- assess as appropriate with smiley, straight or sad face. Teachers should assess the child's learning against the WALT, by using the tick system (refer to Appendix)
- 6.4 Children should be encouraged, where appropriate, to correct or to re-attempt incorrect work. This could be done in a different coloured pencil in order to make the corrected work noticeable.
- 6.5 In KS1, children need to be given a "Next Steps" task when appropriate (at least fortnightly). In KS2, children need to complete a "Target Flap" task at least fortnightly.

## 7.0 IMPLEMENTATION

- 7.1 Teachers will ensure that pupils have the correct equipment to aid their presentation.
- 7.2 Pupils will be encouraged to take pride in their work, consistently high expectations of presentation will be expected
- 7.3 Teachers marking will highlight:-
- 7.3.1 The extent to which the learning objectives (W.A.L.T) have been met by the pupils and the level of understanding.
  - 7.3.2 The amount of effort the pupil has put into their work.

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7.3.3 The presentation of the work.

7.3.4 The ways in which the work can be developed or improved.

7.3.5 How the pupil can close the gap between what they know and understand and what they need to know and understand next.

## **8.0 MONITORING AND EVALUATION.**

8.1 The Leadership Team will monitor the standard of presentation and marking of pupils' work on a regular basis through book scrutiny.

## **9.0 REVIEW**

9.1 Date of policy- May 2014

9.2 Review – May 2017