



St Anne's School and Sixth Form College

Feedback and Marking Policy

This policy was adopted in the Autumn term 2016 and reviewed Autumn 2018

1. INTRODUCTION

It is a working document reflecting the school ethos and practice "We all Achieve".

This policy is to explain how we mark pupils and young people's work and provide feedback. All members of staff are familiar with the policy and how to apply it consistently across all settings. It is important that staff provide constructive feedback to pupils and young people, focusing on achievement and how to improve against their learning outcomes. This helps pupils to recognise how to improve their work by providing them with feedback on what they can do and what is needed to achieve their learning outcomes.

This policy works in conjunction with our Assessment and Target Setting Policy.

2. MARKING AND FEEDBACK

Marking and feedback should:

- be suitable to the cohort of pupils and young people
- relevant to the learning outcomes
- involve all staff working with the pupils and young people including visiting professionals
- give recognition and praise for achievement and provide ways for improvements
- give pupils and young people time so that they can understand the marking and feedback
- respond to individual learning needs and if possible provide marking and feedback with the pupils and young people
- provide information about future planning
- show consistent use of marking codes
- provide pupils and young people with positive reinforcement and encourage them to enjoy their learning

3. METHODS OF MARKING AND FEEDBACK

At St Anne's School and Sixth Form we use:

Verbal feedback

Verbal feedback is used to give pupils and young people immediate feedback on their learning.

Written feedback

Comments written with the children and young person provides positive feedback about their work and learning outcomes.

Use of stickers, stamps and stampers

Stickers and stamps can be chosen by the pupil or young person. These give a visual clue to the pupils and young people about their achievements. Stickers may be attached to their work, on their jumpers or in their home school news book depending on their preferences. Stampers can be used by the pupil with a staff member or by staff to indicate adult support was needed, the work was completed independently, or “next steps” what the pupil needs to do next.

Use of certificates

Certificates enable pupils and young people to celebrate and share their achievements with others.

Reward charts

Reward charts give pupils and young people a visual clue about their achievements and are often a great motivator to complete work.

Use of colouring smiley faces

The use of colouring a smiley face with pupils and young people, allows them the opportunity to self-assess how easy or difficult they found the work / task was.

4. MARKING CODES

Marking codes are indicated consistently on teachers planning to inform pupils and young people on how they have achieved and assist staff in moderating and work scrutiny.

The following codes are used:

- ✓ Achieved
- IND Independently
- HH Hand over hand
- VP Verbal prompt
- GP Gestural prompt
- IM In imitation
- PP Physical prompt
- Smiley face

5. REVIEW

This policy will be reviewed annually after discussions with staff.