




## Marking and Feedback Policy

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## Marking and Feedback Policy

At Causeway Green Primary School, we recognise the importance of feedback as an integral part of the teaching and learning cycle and aim to maximise the effectiveness of its use in practice. We are mindful also of the research surrounding effective feedback and the workload implications of written marking.

Our policy is underpinned by the evidence of best practice from the Education Endowment Foundation (EEF) and other expert organisations. The EEF research shows that effective feedback should:

- 1) Redirect or refocus either the teachers or the learner's actions to achieve a goal
- 2) Be specific, accurate and clear
- 3) Encourage and support further effort
- 4) Be given sparingly so that it is meaningful
- 5) Put the onus on the student to correct their own mistakes, rather than providing correct answers for them
- 6) Alert the teacher to misconceptions, so that the teacher can address these in subsequent lessons.

Notably, the Department for Education's research into teacher workload has highlighted written marking as a key contributing factor to workload. As such we have investigated alternatives to written marking which can provide effective feedback in line with the EEF's recommendations, and those of the DFE's expert group which emphasises that marking should be: **meaningful, manageable** and **motivating**. We have also taken note of the advice by the NCETM (National Centre for Excellence in Teaching Mathematics) that the most important activity for teachers is the teaching itself, supported by the design and preparation of lessons.

## Marking and Feedback Principles

Our policy on feedback for has at its core a number of principles:

- ✓ The sole focus of feedback should be to further children's learning;
- ✓ Evidence of feedback is incidental to the process; we do not provide additional evidence for external verification. Where significant support has been offered i.e. address certain misconceptions staff will use the approaches set out in this document so that this is obvious.
- ✓ Feedback should empower children to take responsibility for improving their own work; it should not take away from this responsibility by adults doing the hard thinking work for the pupil.
- ✓ Children should receive feedback either within the lesson itself or it in the next appropriate lesson. The 'next step' is usually the next lesson.
- ✓ Feedback is a part of the school's wider assessment processes which aim to provide an appropriate level of challenge to pupils in lessons, allowing them to make good progress.
- ✓ New learning is fragile and usually forgotten unless explicit steps are taken over time to revisit and refresh learning. Teachers should be wary of assuming that children have securely learnt material based on evidence drawn close to the point of teaching it. Therefore, teachers will need to get feedback at some distance from the original teaching input when assessing if learning is now secure.

## Feedback and Marking in Practice

It is vital that teachers evaluate the work that children undertake in lessons, and use information obtained from this to allow them to adjust their teaching. Feedback occurs at one of four common stages in the learning process:




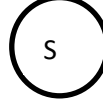
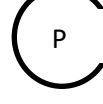
1. Immediate feedback – at the point of teaching
2. Summary feedback - at the end of a lesson/task

3. Next lesson feedforward – further teaching enabling the children to identify and improve for themselves areas for development identified by the teacher upon review of work after a previous lesson had finished
4. Summative feedback – tasks planned to give teachers definitive feedback about whether a child has securely mastered the material under study.



These practices can be seen in the following practices:

Type	What it looks like	Evidence (for observers)
<b>Immediate</b>	<ul style="list-style-type: none"> <li>✓ Includes teacher gathering feedback from teaching within the course of the lesson, including mini-whiteboards, bookwork, etc.</li> <li>✓ Takes place in lessons with individuals or small groups.</li> <li>✓ Often given verbally to pupils for immediate action.</li> <li>✓ May involve use of a teaching assistant to provide support of further challenge.</li> <li>✓ May re-direct the focus of teaching or the task.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lesson observations</li> <li>✓ Learning walks</li> <li>✓ Use of orange highlighter pen and children's responses in red pen (pencil in Year 1).</li> </ul>
<b>Summary</b>	<ul style="list-style-type: none"> <li>✓ Takes place at the end of a lesson of activity.</li> <li>✓ Often involves whole groups or classes.</li> <li>✓ Provides an opportunity for evaluation of learning in the lesson.</li> <li>✓ May take form of self or peer- assessment against an agreed set of criteria (WILF).</li> <li>✓ May take the form of a quiz, test or score on a game.</li> <li>✓ In some cases, may guide a teacher's further use of review feedback, focusing on areas of need.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lesson observations/learning walks- plenary</li> <li>✓ Some evidence of self – and peer-assessment</li> <li>✓ Quiz and test results may be recorded in books or logged separately by the teacher</li> <li>✓ Further evidence of progress from LSPs if pupils have had either a pre-teach or a follow up session with an LSP</li> <li>✓ Use of orange highlighter pen and children's responses in red pen (pencil in Year 1).</li> </ul>
<b>Responsive teaching 'the next step is the next lesson'</b>	<ul style="list-style-type: none"> <li>✓ Often a part of the next lesson will be spent giving feedback to the class about strengths and areas for development, and giving time for development areas to be worked on and improved through proof reading and editing their work.</li> <li>✓ Responsive teaching sessions with an LSP in an afternoon to address key misconceptions, enabling children to move in with the learning in the next lesson</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lesson observations/ learning walks</li> <li>✓ Annotated planning</li> <li>✓ Orange highlighting by the teacher/LSP and evidence of pupils editing and redrafting their work (red pen/ purple pen) in response.</li> <li>✓ Responsive teaching evidence in the books</li> </ul>
<b>Summative</b>	<ul style="list-style-type: none"> <li>✓ Termly assessments</li> <li>✓ Statutory testing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Statutory test results</li> </ul>

### Feedback for Learning

Learning Intention highlighted in <b>green.</b>	Learning Intention achieved
WILF statements highlighted in <b>orange.</b>	Specific element within the learning not achieved, resulting in the children not achieving the learning intention
<b>Orange</b> highlighter pen at the end of work.	An orange highlighter pen dot to be located where the teacher/LSP requests follow up work. There might also be an addition comment from the teacher to focus the child. This would be through the use of independent work, small group sessions such as a post teach catch up or when the child has required 1:1 support to address misconception/s.
<b>Orange</b> dot below basic skills error.	A manageable amount of basic skills errors to be addressed. These should be in line with the child's cognitive age. These are to be dotted underneath in orange and it is expected that the child corrects these in red pen or pencil for Year 1.
	Ticked by child (in red pen) if WILF statement is achieved.
	The child has worked as part of a group and therefore work may not be fully independent
	Independent - to be used when a child has attempted something on their own after being support by an adult to or as working as part of a group. This will enable assessment of this work to be clearer.
	The child has been supported by an adult for this part of the work.
	The child needs to consider their presentation

### Marking Codes

Learning Intention highlighted in <b>green.</b>	Learning Intention achieved to be highlighted in green.
WILF statements highlighted in <b>orange.</b>	The specific statement not achieved to be highlighted in orange. Specific element within the learning not achieved, resulting in the children not achieving the learning intention
<b>Orange</b> highlighter pen at the end of work to request a follow up task.	An orange highlighter pen dot to be located where the teacher/LSP requests follow up work. There might also be an addition comment from the teacher/LSP to focus the child. This follow up work should be through the use of an independent task, small group session or when support is required on a 1:1 basis address misconception/s.
<b>Orange</b> dot below basic skills error.	A manageable amount of basic skills errors in line with the child's cognitive age to be addressed. These are to be dotted underneath in orange and it is expected that the child corrects these in red pen or pencil for Year 1 at the start of the next lesson.
<b>SA</b>	Self-assessment
<b>PA</b>	Peer assessment
	A purple pen is to be used in maths and science when reasoning
	A red pen is used in English books for self and peer assessment. It is also used for editing and improving work

## Appendix 1: Guidance for teachers

### Proof reading and editing in writing lessons

Most writing lessons will be followed up with an editing lesson where children receive whole class feedback about strengths and areas for development and direct teaching about misconceptions to help them identify and address their own weaknesses.

Teachers will have looked at pupils' work soon after the previous lesson and identified strengths and weaknesses, looking at both the technical accuracy of the writing; spelling errors, punctuation omissions, and other transcription mishaps as well as things to do with the sophistication of the writing; the actual content. Where individual children have done particularly well or have misconceptions around something, s/he will make a note and use these in the lesson as a teaching point.

The editing lesson will be divided into two sections

- proofreading

Changing punctuation, spelling, handwriting and grammar mistakes.

- editing

Improving their work to improve the composition.

The proofreading section will usually be short: about 10 minutes or so, whereas the editing element may take the rest of the lesson.

The teacher will share extracts from pupils' work, using either the visualiser or by typing out a couple of lines and displaying them on the interactive whiteboard, at first showing good examples of work. For example, within the proofreading section, the teacher might showcase someone whose letter heights have the ascenders and descenders just right, then asking pupils to look at their work and rewrite one sentence from it, really making sure they are paying attention to letter heights. Then s/he might share a section of text with poor punctuation (usually anonymously) and reteach the class the various punctuation rules. They might then point out some spelling errors that several children are making, and remind children of the correct spelling and how to remember it. Children will then have a short period of time to proof read their work, checking for similar errors and putting them right. Children sit in mixed ability pairs and support each other in the identification and correction of mistakes.

Within the editing section of the lesson. For example, the teacher might show a different couple of pieces of work where children have described a character very well, pointing out what it is that has made the description so vivid. The teacher might then share a less good example which might be from an anonymous or fictional piece. The children would then suggest together how this might be improved. Then in their pairs they read together each other's work, and suggest improvements, alterations and refinements which the author of the piece then adds – in red pen to help the teacher see what changes the child has made.

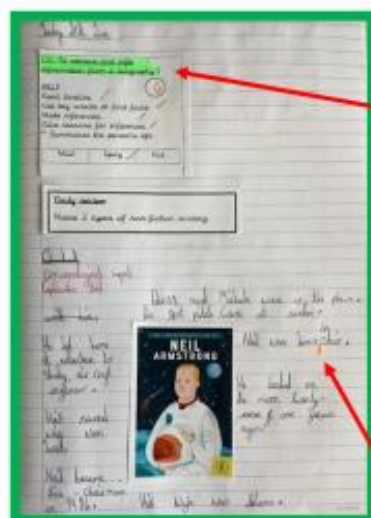
### **Intervening when children find editing hard**

A few children will need more support than this in order to be successful at improving their own work. Younger children, children with additional needs and pupils in KS1 in particular may need more support as they learn to become more independent, although many young children are quite able to edit and proof read independently after teacher modelling.

As with all intervention, teachers should always seek to use the minimal level possible, only escalating to the next level if the child still needs further support. Some children may need **a gentle prompt** to narrow down their focus when looking for mistakes, for example a written comment alerting them that there are some missing full stops, without telling them how many or where. Or a simple pointer – ‘description’ perhaps or ‘ambiguous pronouns’ or ‘figurative language’ or ‘and then’ with a red cross through it. This would be in addition to, and not instead of, the teacher modelling editing for these before the independent section of the lesson. Others might need even more support and need to be provided with **clues** to help them. For example, the teacher might need to draw a yellow box around a section of text to narrow down the search area for the pupil, alongside the comment that there are speech marks missing or tenses jumped or the same sentence structure over-used. Or they might need to write a comment at the end saying there are 8 run-on sentences or 5 instances of non-standard English.

Where mistakes are deeply entrenched, or the children are very young and lack confidence, the teacher may need to do some direct work **modelling** how to overcome these: for example, to clear up the confusion with apostrophe use. The teacher might set a group of children an editing challenge based not on their own work but on a fictional piece of work with only one, recurrent error. An adult might then support the group in identifying where apostrophes do and do not belong. They might do this instead of editing their own work or as a prelude to it, depending upon their learning needs. But what the teacher is not doing is using a marking code that does all the error identification for the pupil as this takes away any responsibility from the pupil at thinking hard about how to improve.

# How we mark at Causeway



**Learning Intention fully achieved**  
(Core, Foundation and COJO Books)

Learning Intention highlighted in **green**.

## Ultimate Challenge

(Core and Foundation Books)

If achieved, this should be highlighted in **green**. No orange to be used.

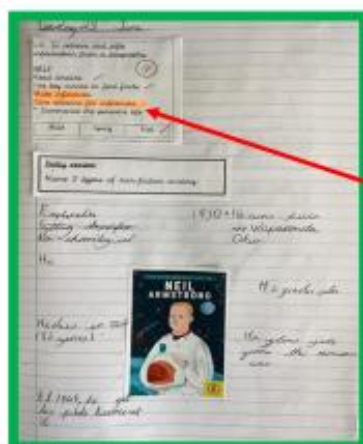


## Basic Skills

(Core, Foundation and COJO Books)

A manageable amount of Basic Skills errors to be addressed. These should be in line with the child's cognitive age. These are to be dotted underneath in

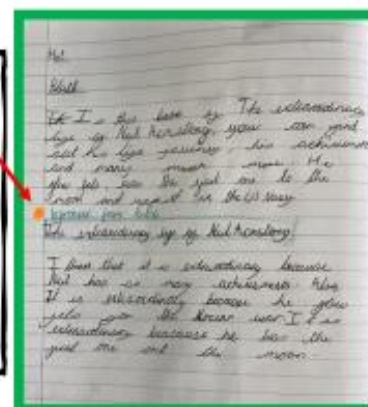
**orange** and it is expected that the child corrects these in **red pen** or pencil for Year 1.



**Learning Intention not fully achieved**

(Core, Foundation and COJO Books)

ONLY the WILF statement/s NOT achieved to be highlighted in **orange**. No green highlighting to be seen. Children should have the opportunity to correct their work in **red pen** or pencil for Year 1.



Also ...

- ◇ 'Live Marking' should take place as much as possible.
- ◇ Peer assessment should continue to take place.
- ◇ All books should be marked before the next lesson so that misconceptions can be addressed via small groups, split starts and afternoon groups etc. This will also enable the children to identify and correct their basic skills errors and apply them correctly in future work.