

**Darwen St James'**  
C of E Primary Academy



**Marking and  
Feedback Policy  
2020**

Mission – Nurturing ambition through a living faith.

Vision – Our Academy delivers a purposeful curriculum through its living Christian faith. We nurture ambition in all of our learners in order for them to become positive citizens of tomorrow.

Bible – Let us not love with words or speech alone but with actions and truth. John 3:18

At Darwen St James' CE Academy, 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, as well as research from cognitive science regarding the fragility of new learning. Our policy is underpinned by the evidence of best practice from the Education Endowment Foundation and other expert organisations. The Education Endowment Foundation research shows that effective feedback should:

- Redirect or refocus either the teacher's or the learner's actions to achieve a goal
- Be specific, accurate and clear
- Encourage and support further effort
- Be given sparingly so that it is meaningful
- Put the onus on students to correct their own mistakes, rather than providing correct answers for them
- 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 provided 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.

## Key Principles

Our policy on feedback 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;
- 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.
- Written comments should only be used as a last resort for the very few children who otherwise are unable to locate their own errors, even after guided modelling by the teacher.

Children should receive feedback either within the lesson itself or 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, through spacing. 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.

Within these principles, our aim is to make use of the good practice approaches outlined by the EEF toolkit to ensure that children are provided with timely and purposeful feedback that furthers their learning, and that teachers are able to gather feedback and assessments that enable to adjust their teaching both within and across a sequence of lessons.

### 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
Immediate	<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>	Lesson observations/learning walks
Summary	<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</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>	Lesson Observation/Learning Walks

Feedforward 'the next step is the next lesson'	<ul style="list-style-type: none"> <li>• For writing in particular, often a large 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>• Do now's are analysed daily and errors and misconceptions addressed in subsequent lessons, in particular in maths meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson observations/learning walks</li> <li>• Evidence in books of pupils editing and redrafting their work in <b>green pen</b>.</li> </ul>
Summative	<ul style="list-style-type: none"> <li>• 'Check it' activities</li> <li>• Pira, Puma, Gaps tests - termly</li> </ul>	<ul style="list-style-type: none"> <li>• Check it activities in books</li> <li>• Quiz and test results</li> </ul>

## 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 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 badly at something, s/he will make a note and use these in the lesson as a teaching point, using the English Writing feedback proforma (see appendix).

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, by typing out a couple of lines and displaying them on the interactive whiteboard or using a photograph, at first showing good examples of work. For example, within the proof reading 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 can sit in mixed ability pairs to 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 **green pen** to help the teacher see what changes the child has made.

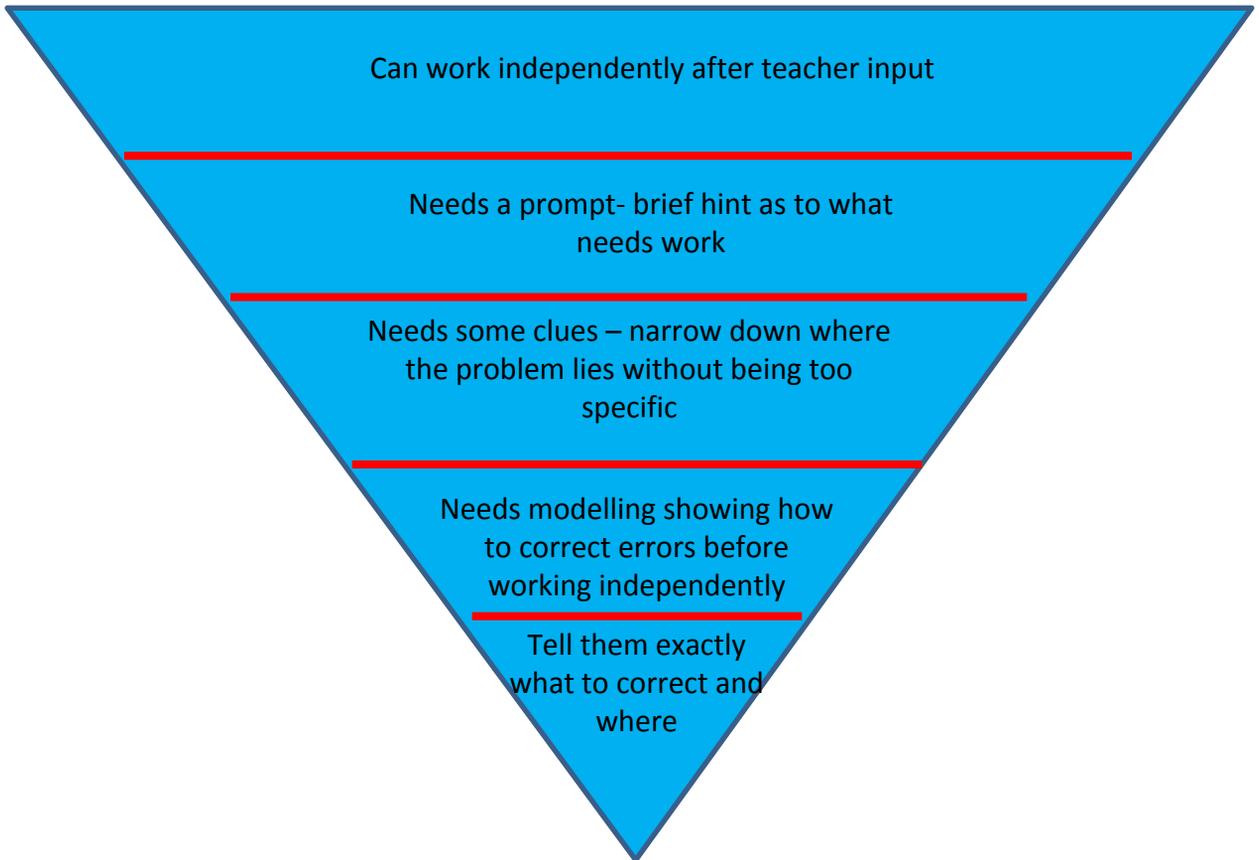
### Intervening when children find editing hard

A few children will need more support than this in order to be successful at improving their own work. Younger children 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. The 'Crimes Against Writing' prompt sheets (see appendix) should be used with KS2 classes until these basic skills are securely in place for most of the class. Certain individuals may need to carry on referring to these longer until the checklist is thoroughly internalised.

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.

## The strategic minimal marking triangle



**Start out with assumption that all children can work independently given prior input and only increase the intervention if the pupil can't get on without it. Give children time; let them struggle for a bit, but above all, make sure they are the ones doing the hard work; not you.**

What the books will look like –

- All activities will be checked by the pupil and the teacher or TA during the lesson. Then at the end of the lesson the teacher will stamp and identify if the work was independent I/ teacher supported T/ Teacher Assistant supported TA (in pink pen). Any misconceptions will be fed into an intervention the following day and be noted down on the intervention sheet in the SEND file.
- First draft pieces of writing will only have written feedback (in pink pen) on if that child needs scaffolding
- All edited writing will be checked during the lesson by teacher or TA, and also at the end and will be marked by a stamp and identify I/T/TA where appropriate. Any misconceptions after this session will feed into an intervention/fix it or SPAG session as appropriate.
- All children will show how they feel the lesson went by colouring in the appropriate face from the stamp.
- Praise should be used often, using our Growth Mindset language, to encourage and celebrate the children's work and effort. A Growth Mindset stamp will be used as appropriate to highlight when a child has shown/used a Growth Mindset approach.

Feedback in maths

In terms of day to day maths learning, all children follow Power Maths. Each lesson consists of Power up, Discover & Share, Think together, Practice and Reflect.

Power up - Each Power Maths lesson starts with a whole-class 'Power Up!' activity, designed to support fluency in all key number facts.

Discover & Share - Hands-on problems spark curiosity and provide opportunities for deeper questioning. Children share, reason and learn from misconceptions through whole-class discussion.

Think together - At this point, scaffolding is carefully reduced to prepare children for independent practice. Children consider solutions as a class, with partners and independently.

Practice - Designed to be completed independently, this practice uses conceptual and procedural variation to build fluency and develop deeper understanding of underlying mathematical concepts. A challenge question and links to other areas of maths encourages children to take their understanding to a greater level of depth.

Reflect - This is an opportunity for children to review, reason, and reflect on learning and to help the teacher to gauge depth of understanding.

During the first three parts of the lesson, children's understanding is constantly assessed through deepening questions and verbal feedback. Children are encouraged to explain their reasoning in order to demonstrate mastery skill.

The onus is always on the learner checking their work and if they've got an answer wrong, trying to identify their own errors. Children need to be taught how to do this purposely; otherwise they think it just means scanning quickly through their work, reading but not really thinking. Checking involves thinking deeply about the work you have just learnt. When you think deeply about something, it is much more likely to get stored in your long term memory, available to be recalled at will. As Daniel Willingham says 'memory is the residue of thought.' So as an alternative to providing the answers, teachers should sometimes use the whiteboard to model ways of checking and then expect children to do the same, in effect 'proof reading' maths. So for example, children might repeat a calculation in a different coloured pen and check they've got the same answer. For addition calculations involving more than two numbers, adding the numbers in a different order is an even better way of checking. Teachers should model how children can use the inverse operation to go and check they get back to where they started.

With 2 or 3 part word problems, a classic error is to give the answer as the first part of the problem and forget about following through to the second (or third) part of the question. Often, word problems are written with each instruction on a different line, a bit like success criteria. Again, using a whiteboard, teachers should show children how to check work as we go, returning to the question and ticking off each line – writing each answer alongside, being really clear we are answering the final question, having done all of the previous steps.



Where children have made mistakes, and are finding it hard to identify where they have gone wrong, a prompt sheet, shared with the class at the start of the lesson, can help. In effect, this is just a process success criteria, but recasting it as a checklist to be used to identify errors means children use it thoughtfully and only when needed.

### Find my mistake (column addition)

- Did I put each numeral in the right place value column? Check each one.
- Did I forget to regroup?
- Did I forget to add the regrouped ten (or hundred)?
- Did I make a silly error with my adding?
- If you can't find your mistake, ask your partner to go through this checklist with you and see if they can help
- If you are still stuck, is there another child who looks like they are confident with this you could ask?
- If none of this works, ask an adult for help.

### Find my mistake (identifying fractions of shapes)

- Did I check all the parts were equal?
- Did I count how many parts the shape had been divided into?
- Did I write that number underneath the vinculum (remember denominator → down)
- Did I count how many parts were shaded in?
- Did I write that number on top of the vinculum (remember numerator → on top)
- If you can't find your mistake, ask your partner to go through this checklist with you and see if they can help
- If you are still stuck, is there another child who looks like they are confident with this you could ask?
- If none of this works, ask an adult for help.

It is important that the children move towards internalising what they are doing (over the course of several lessons) so that they no longer need a written checklist because they have their own mental checklist stored in their long term memory, which they are able to retrieve at will. Giving children work to 'mark' from fictitious other children, which includes all the common misconceptions, is a really good way of helping them develop this.

### Evidence in books

- Children complete work in the practice book after each taught lesson. They also have access to a jotter book for workings out during the lesson and additional work.
- Children self and/or peer mark in the practice book during the lesson so they can identify their own errors.
- Evidence of self correction using green pen to highlight the change
- All maths work will be checked at the end of the lesson by the teacher to identify next steps.
- The teacher will stamp and annotate I/T/TA as appropriate (in pink pen).
- Praise should be used often, using our Growth Mindset language, to encourage and celebrate the children's work and effort.

# English writing feedback sheet

Use this sheet to note down any editing points to inform your next lesson.

Writing genre \_\_\_\_\_

Date \_\_\_\_\_



Name	Editing Point

# cRimE's aGainst! Wrightin?

Have you committed any writing crimes?

Proof-read your work and correct these mistakes to fix any crimes against writing!

Punctuation -

It's a crime to forget that:

- ❖ Every sentence starts with a capital letter.
- ❖ Every proper noun starts with a capital letter.
- ❖ We do not need random capital letters in the middle of words.
- ❖ All sentences must end with punctuation. . ! ? ...
- ❖ I is always a capital letter when alone or in a contraction as a pronoun.
- ❖ Questions always end with a ?
- ❖ Contractions always need an apostrophe to replace the missing letter or letters. EG: don't wouldn't can't
- ❖ You only need an apostrophe before an s if you are showing something belongs to something else. EG: The boy's coat, the horse's leg, the school's badge.

# cRimE's aGainst! Wrightin?

Have you committed any writing crimes?

Proof-read your work and correct these mistakes to fix any crimes against writing!

Spelling-

It's a crime to forget:

❖ Past tense verbs must be spelt correctly- remember sometimes it sounds like id, t or d but is spelt **ed**.

❖ We use **an** before words beginning with a vowel and **a** before words beginning with a consonant. EG I saw an elephant and a giraffe.

❖ We use **was** when the subject is singular (one person or thing) and **were** when you are writing about more than one person or thing.

EG Today was amazing, we were so lucky to go on that trip.

Your personal spelling crimes!

Make sure these words are spelt correctly every time!