



Saint Mary's Catholic Primary School

Marking Policy

- We believe that reading and responding to children's work is vital. We want to focus on children's positive achievements and believe that focusing on marking and responding to children's work will ensure improvement.
- All work must be acknowledged by the class teacher before given back to the pupil by a tick or a comment with a reason for the comment.
- Correction of spellings must not be made on the child's work. Corrected spellings should be written in the margin. A maximum of three spellings per piece of work in Key Stage 1 and a maximum of five spellings per piece of work in Key Stage 2. The children should practice these spellings at the bottom of the page at least three times.
- In all classes teachers should model good practice when writing comments on children's work. Comments should be written from left to right of the page.
- One piece of focused marked work will be carried out weekly as a minimum.
- The closely marked work is the choice of the class teacher and can be cross-curricular. In many cases oral feedback will be given and the work annotated to reflect the feedback.
- A comment will be made on the focus marked pieces of work, to enable the child to make an improvement. The child will then be given enough time to carry out this improvement (as soon as possible after the task completion).
- Two pieces of Independent Writing should be assessed each half term and where appropriate, an improved piece of work attached to the original. This will be moderated each term during a writing work analysis by all staff.
- Pupils and parents are not to mark or make comments on children's work. If they wish comments placed on 'post-its' can be attached to the work for the teacher to observe.
- Teaching assistants, learning support assistants and student teachers are to be familiar with the policy and mark in conjunction with their class teacher.
- When appropriate opportunities are to be given for self marking, peer marking and proof reading.
- Where appropriate marking codes will be put into place and explained fully e.g. Independent Work, Partly Independent Work, Supported Work.

- Key Stage Two teachers should ensure that displayed work has been checked and spelling, punctuation and grammar is accurate. It is accepted that “emergent writing” will be displayed in Key Stage One.

Signed: Head of School: *C Newland* **Mrs C Newland**

Signed: Chair of Governor: *G. Duncan* **Mrs Gemma Duncan**

Date: Reviewed March 2019