

Highfield Community Primary School Marking Policy



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Approved by: Nicola Dowling
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MARKING POLICY

- Marking will be positive whenever and wherever possible.
- Learning objectives are essential first marking criteria.
- Work is marked with children wherever possible and oral feedback is frequent.
- English, Maths and Science work is titled underneath the date; title refers to the learning objective (learning objectives should be displayed on class whiteboard).
- In IPC marking is by ticking the appropriate a key learning objective from the IPC framework: Beginning / Developing / Mastering box glued in at the top of the piece of work.
- Titles are underlined with a ruler (this may be by a teacher for less able children).
- Work is marked by the adult who worked with the children in blue before the next lesson. This can be a teacher / teaching assistant / learning support worker.
- Pupils respond to marking in green pen and time is given at the beginning of every lesson to respond to the marking from the previous lesson.
- In English the date is in long hand
e.g: Monday 5th January
In Maths the date is in short hand:
e.g: 5-1-2016
- Tippex/eraser pens are not to be used.
- Date is on the top left of the page.
- Pupils don't use rubbers in writing (except first draft).
- Self marking by children is in editing green pen. This is always marked by staff afterwards, sometimes on a general basis with comment or at minimum initialled.
- All errors are ruled out by child or teacher with a ruler.
- Marking relates to child's own targets.
- All lessons begin with a reflection on previous work and past marking / common misconceptions.
- Work marked with a child has OF (Oral feedback) written on it in order for parents to see the amount of work completed and be positive about their child's feedback.
- Pupils use pencil until they are forming their letters correctly and neatly and are then given a pen license. This pen is black and ink.

Our Marking Code

Sp Spelling errors are underlined neatly and sp written in the margin for children to write the correct spelling above. Hot Spot marking is written above the specific mistake by the marker for the pupil. e.g
ook
He lucked at the shops.

P Punctuation error, full stop/capital letter etc needed

/ New line needed here.

// New paragraph needed here.

G Grammatical error, e.g: "we did play good" - error is underlined

Please note: The symbol will be written in the margin and not specifically where the word/punctuation is incorrect. This is so that the pupil needs to identify the error and can independently amend it.

MATHS

- Work in squared books: one number on square. This doesn't apply to written word in maths books. Infants use large squares and juniors use small squares.

- Detective books (used once a week) are plain paper to encourage pupils' own recording.

- All work in pencil.

- Correcting work:

A dot for children's errors with a C around the dot if it needs correcting.

Presentation issues we insist on:

- No scribbling out.
- Work is neatly stuck in.

A4 sheets are trimmed before going into A4 books.