



PADSTOW SCHOOL & NURSERY

Marking & Feedback Guidelines

AIMS & RATIONALE:

At Padstow School & Nursery, we recognise the importance of feedback as part of the Teaching and Learning cycle and aim to maximise the effectiveness of its use in practice. We are mindful also of the workload implications of written marking and of the research surrounding effective feedback.

Our guidelines are 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
- provide specific guidance on how to improve and not just tell students when they are wrong

Notably, the Department for Education's research into teacher workload has highlighted written marking as a key contributing factor to workload. As such, a working party of teachers at Mount Hawke (an Aspire outstanding academy) has investigated alternatives to onerous written marking which can provide effective feedback in line with the EEF's recommendations, and those of the DfE's expert group, which emphasise 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 guidelines for feedback have at its core a number of principles:

- the sole focus of feedback and marking should be to further children's learning;
- evidence of feedback and marking is incidental to the process; we do not provide additional evidence for external verification;
- any written feedback must be **meaningful, manageable, motivating** and founded on professional judgement;
- any feedback must relate to how work meets expected outcomes;
- written feedback should only be used if it is useful to students according to age and ability;
- feedback can be most effectively delivered closest to the point of action ie classroom but it must be remembered there are benefits to distance feedback;
- feedback is provided both to teachers and pupils as part of assessment processes in the classroom, and takes many forms other than written comments;
- 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;
- all pupils' work should be reviewed by teachers at the earliest appropriate opportunity so that it might have an impact on future learning. When work is reviewed, it should be acknowledged in books;
- it is vital that time must be given to constructive feedback and to the understanding and use of it.

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 them to adjust their teaching both within and across a sequence of lessons.

[Feedback | EEF \(educationendowmentfoundation.org.uk\)](https://www.educationendowmentfoundation.org.uk/Feedback/)

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 three 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. **Review feedback** – generally away from the point of teaching (including written comments) but can also happen at the end of a learning activity.

The stages are deliberately numbered in order of priority, noting that feedback closest to the point of teaching and learning is likely to be most effective in driving further improvement and learning, especially for younger pupils. As a school, we place considerable emphasis on the provision of immediate feedback. Where feedback is based on review of work completed, the focus will often be on providing feedback for the teacher to further adapt teaching.

At Padstow School, these can be seen in the following practices:

Type	What it looks like	Evidence (for observers)
IMMEDIATE	<p>Includes teacher gathering feedback from teaching, including mini-whiteboards, book work, etc.</p> <p>Takes place in lessons with individuals or small groups.</p> <p>Often given verbally to pupils for immediate action.</p> <p>May involve use of a teaching assistant to provide support or further challenge.</p> <p>May re-direct the focus of teaching or the task.</p> <p>May include highlighting/annotations.</p>	<p>Lesson observations / learning walks</p> <p>Some evidence of annotations or use of marking code / highlighting</p> <p>Pupil conferencing</p>
SUMMARY	<p>Can: take place at the end of a lesson or activity, take place at the start of a subsequent lesson or activity.</p> <p>Often involves whole groups or classes.</p> <p>Provides an opportunity for evaluation of learning in the lesson.</p> <p>May take the form of self- or peer-assessment against an agreed set of criteria.</p> <p>In some cases, may guide a teacher's further use of review feedback, focusing on areas of need.</p>	<p>Lesson observations / learning walks</p> <p>Timetabled pre- and post- teaching based on assessment</p> <p>Some evidence of self- and peer- assessment</p> <p>May be reflected in selected focus review feedback (marking)</p> <p>Pupil Conferencing</p>
REVIEW	<p>Takes place away from the point of teaching.</p> <p>May involve written comments / annotations for pupils to read / respond to.</p> <p>Provides teachers with opportunities for assessment of understanding.</p> <p>Leads to adaptation of future lessons through planning, grouping or adaptation of tasks.</p>	<p>Acknowledgement of work completed</p> <p>Written comments and appropriate responses / action</p> <p>Adaptations to teaching sequences tasks when compared to planning</p>

	May lead to targets being set for pupils' future attention, or immediate action	Use of annotations to indicate future groupings Book scrutinies Pupil Conferencing
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STRATEGY FOR IMPLEMENTATION

Pupils' work

- At the top of the page the date is recorded - long date in written subjects, short date in maths.
- The focus is written as an 'I am learning to ...' or 'I am learning about....' statement.
- Prior to teacher marking, the children will be taught how to **self-evaluate** next to the 'I am learning to ...' / 'I am learning about....' using:

Foundation Stage and Y1:

Refer to Appendix - Marking Policy Appendix for EYFS & Y1.

FEEDBACK APPROACHES

All work will be acknowledged in some form by class teachers. This may be through simple symbols such as ticks in blue pen or the highlighting of learning objectives in **green** (Green to Go) or **pink** (Pink to Think).

TYPE AND FREQUENCY OF WRITTEN FEEDBACK

- Written feedback will **only** be used when the teacher determines that it is the most effective and relevant type of feedback for the subject / lesson / pupil or context. It will be the least frequently used form of feedback in most contexts.
- Written feedback **must** model all aspects of our presentation / handwriting expectations.
- When determined appropriate to use, written feedback will be a balance of the positive reinforcement of mastered skills and to have a clear, current and actionable focus **linked** to the specific Success Criteria / Learning Objective / target.
- Feedback should **not** have as its key focus handwriting or presentation unless these are part of the success criteria, LO or a target.

- Feedback can identify specific issues like the need to use key or technical words or Common Exception words. Pupils should act on these.
- EYFS and KS1 should use the marking codes as detailed in the Appendix.
- In KS2, written marking and comments should be used where meaningful guidance can be offered which has not been possible to provide during the classroom session. In the case of groups of pupils having a common need, it may be appropriate for teachers to adjust planning or grouping or give whole class / group feedback rather than providing a written comment. Where a child has achieved the intended outcome and is well-prepared for the next stage in learning, this need not be annotated.
- In most cases, written comments will be focussed on extended pieces of written work, or extended tasks. These will allow children's achievements to be recognised and provide guidance for future learning.
- Any marking feedback needing additional work from the children will be completed as **Purple Practice**.

GREEN TO GO!

Green highlighter will be used to indicate examples of where the child has met the intended learning objective. This should be supported by highlighting the appropriate section on the Learning Objective slips. Other positive contributions or successes can also be acknowledged in this way.

Marking codes

These should be displayed on each class English Working Wall and referred to during feedback when appropriate.

Marking code in the margin:	Reason for mark:
SP (and underlined)	Incorrect spelling
CL (circled)	Incorrect capital letter
FS (Full stops) (with an arrow indicating where needed)	Missing punctuation
^	Missing ^ word
	Success in relation to learning objective for example: Amazing use of adjectives.
	Think! What do you need to practise?
VF	Verbal feedback given.

FORMATIVE AND ORAL FORMATIVE FEEDBACK STRATEGIES

In order for a consistent and collective approach to providing strong feedback in lessons, the following list of possible strategies has been compiled. These strategies form part of the school's pedagogic model and are not 'bolted on' to lessons.

- Live editing (using technology where available)
- Group Guided or Shared Activities
- Teacher / Pupil metacognitive sharing / modelling
- Think / Pair / Share
- One-to-one sessions
- Enquiry Walls & Post-it Responses
- Procedural and Conceptual Variation (Maths)

BOOK EXPECTATIONS / FEEDBACK IN PRACTICE

Book Expectations:

- There is less focus on data, more on what is going on in the classes.
- **Consistency** is vital. Teachers must demonstrate a rigorous approach to presentation, written strategies (including drawing maths), expectations, etc.
- Subject Leads should look at books every half-term – stop & look at the impact of what is going on. This should be linked to Pupil Conferencing.
- Start with the end point of what learning should be by the end – how are we going to get there? Learning led, **not** task led.
- eg – *I am learning to write a story* is not specific enough.
I am learning to create mood in a story using features from the Success Criteria / I am learning why the Romans invaded Britain
- Adults in school to use **Pink** pen when writing in Reading Records.
- Date.
- I am learning to; I am learning about / why / how / when.
- Handwriting / presentation – children learning to fully join from Y1, joining as an expectation from then on – except for some children identified by the class teacher using their professional judgement.
- Pride in books (not doodling on covers / inside).
- Limit use of worksheets – if using them, remove where from & personalise them. Worksheets **must** be trimmed to fit neatly in books. Children **TAUGHT** to glue in accurately and neatly.
- Writing across the curriculum should be comparable in each book ie Topic book writing should be comparable to that child's writing in their English book.
- Children should be encouraged and motivated to write as much as is possible *for them*.
- There should be evidence of different work being given to younger / older children – relevant to NC expectations – in the same class. This need not necessarily be every lesson but, certainly, where the NC may specify.

Writing

- Long date / short in draft, I am learning to/I am learning how, why, when writing in pencil KS1 & KS2, one line through mistakes (only adults to use a rubber in books unless children have been taught how to use them for small errors), draft books (if used) will be treated with the same respect as other books, purple pencil for editing, correcting own spellings from underlined / discussed errors.
- Final draft into English books – any spellings / grammar errors underlined in marking & children correct (mindful of need).
- KS1 – daily Success Criteria / KS2 – blocked across a unit Success Criteria
- Marking – spellings underlined, ticking / crossing Success Criteria if in a block
- Marking at the end for an extended write – reflect on the whole piece as a writer. KS1 to use symbols.
- Give opportunities to edit & redraft to reflect on their writing as a writer – this gives them next steps. This will need to be taught.

Maths

- Short date; I am learning to; work in pencil; one digit per square; layout clear; rubbing out (with support in KS1 and independently in KS2 when deemed able to do carefully); sticking in personalised LOs or work.
- Make in class marking clear:
Mark 2 or 3 questions as incorrect with a question mark
Remodel the teaching in the book, marked with VF
Child to correct in pencil & move on
If possible, move on Greater Depth children faster
- Next steps if necessary.
- Marking codes:

I	Independent work
WS	Support given
G +TA	Group Work with a TA

Challenge:

- Across all areas of the curriculum, there should be evidence of children being challenged to extend / broaden their learning. This does not need to be every lesson but if a child finishes early, they should be asked to 'discover' / problem solve as a next step eg when working on a map of Europe – Which is the largest / smallest country? Which country does not border an ocean or sea?