



# MARKING POLICY

**Chair of Governors:**

**Date: March 2020**

**Review date: April 2023**

# **MARKING PUPILS' WORK POLICY**

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## **Introduction**

At Ysgol Bryn Derw we believe it is important to secure pupils on-going development and progress in order that every pupil can realise their full potential.

To achieve this all marking of pupil work must be: -

- Positive
- Clear and appropriate in its purpose
- Productive in its outcomes
- Pupil centred.

The marking of all work throughout the curriculum is viewed as a recognition of pupil's achievements, as well as a method of guidance towards future learning by the highlighting of teaching and learning points.

## **Marking**

The nature of marking at Ysgol Bryn Derw is built around the following principals.

Marking should:

- Be prompt, if it is to be meaningful to pupils
- Follow a consistent approach across school (classes/ key stage)
- Develop children's self-esteem through praise and valuing achievements
- Be relevant and accessible to all pupils – a pupil marking passport
- Be multi-sensory according to pupils needs and interests
- Help pupils understand the link between their achievements and feedback
- Be shared across pupils, parents, the school community and beyond
- Be linked to clear learning objectives
- Be informative, enabling teachers to identify information to inform future teachings
- Give opportunities for pupil to give their opinions on their own work (pupil voice)
- Be manageable in terms of workload for staff

## **Organisation**

In order to mark work pupils and staff need to be clear about the specific intended learning objectives. Without this clarity it is difficult to evaluate performance. Teachers must communicate intended learning objectives to pupils clearly as well as those who support their learning.

While planning lessons teachers need to judge how much work they set to allow time for opportunities to feedback to pupils, on a continuous basis and / or during discreet plenary sessions.

When delivering lessons teachers must identify appropriate Learning Objectives (LO) for all individual pupils and have appropriate strategies for sharing these at the start, during and at the end of lesson or series of lessons.

All class teachers, in consultation with their class team, and with reference to the pupils one –page profiles, must create a class Marking Passport.

The class Marking Passport is a one-page document and details specific strategies to be used to provide individual pupils with feedback relating to their performance and how to develop next steps to learning.

## **Strategies**

### **UNIVERSAL WHOLE SCHOOL METHODS OF MARKING**

#### **FORMATIVE EVIDENCE**

Workbooks, worksheets, art etc. (on - going work). Must include the Date: Learning Objective: and Initials of Marker: Staff should use the following key when marking work. (Marking code to be stuck inside the front page of work folder as a reference).

H/H	= hand over hand
PP	= physical prompt
VP	= verbal prompt
GP	= gestural prompt
I	= independent

If the pupil is unable to achieve LO then SSLO (smaller step learning objective) should be noted with the opportunity to complete task.

#### **SUMMATIVE EVIDENCE**

Annotation of work selected for pupil AQA folders will be presented on a specific key skill annotation sheet with the following information.

- Name
- Context for learning Subject/Area
- Planned Learning Objective
- Level Achieved (Routes for Learning, Foundation/National Outcomes, NL Framework)

- Level of Support (refer to marking key)
- Pupil's voice

## **Marking passports - feedback to pupils**

Class staff celebrate pupils' success by identifying the most meaningful and relevant strategy to meet pupils needs on an individual basis.

### **ALL PUPILS – a whole school approach**

(Extension level pupils – Early and intermediate level/P7-NC)

- Written comments including 😊 & ✅ annotation work
- Pupil Voice stickers 😊 😐 😞 with pupil comment annotated if applicable.
- Direct positive comments / praise
- Message in Home –School Book / letter home
- Class announcements in plenary sessions
- Special mention in assembly and copy of certificate to go home
- Head Teacher award – mention in Special mention Book
- Visit to Head of Department / Team leader

### **SOME PUPILS**

(Access level pupils – via the school Total Communication approach at a discoverer level/Foundation outcome 1 or level P4-7)

All above and:

- Facial expressions
- Signing / gestures
- Objects of reference (e.g. tickled pink feather, clappers)
- Class songs (e.g. you're a star, good work song, that's the way we like it)
- Clapping routines (e.g. ketchup clap, round of applause)
- Now then Next schedules, preferred activities immediately following a work task

### **INDIVIDUAL PUPILS**

(Foundation level pupils – Pre Intentional and Early intentional level of communication/Routes for Learning/P1 -3)

All above and:

- Informed by those who know pupils best and could include; song, action specific to them provided immediately as part of 'cause and effect' anticipation routine (e.g. Intensive Interaction).

## **Moderation**

The school's assessment manager agrees each class marking passport to ensure consistency and alignment with performance data from communication assessment profiles, on an individual and class basis.

Quality assurance is secured via 'learning walks', observations and work scrutinise.

## **Review**

This Policy will be reviewed by the Governing Body within a 3-year period, or sooner if statutory guidelines change.



A pupil's folder is a visual representation of their experiences and learning journey at Ysgol Bryn Derw.

At least 2 pieces of LLC evidence per week and 2 pieces of MD evidence per week.



At least 2 pieces of evidence per fortnight for each AOLE.



Folders are clearly labelled with a photograph of the pupil, their name and their class on the front.

Folders are all set up in the following order:

- 1 page profile.
- IEP 1,2,3
- Literacy & Numeracy target
- AOLE tabs- LLC,MD&N, H&WB, SAT, EA, Hu.
- Assessments
- Marking sticker on front inside cover of folder.

**Pupils Folder Expectations at Ysgol Bryn Derw**

Evidence should clearly reflect the learners ability and show progress by telling a story of the pupil's learning journey.

Any typed evidence should use the font Comic Sans MS.

Where there are opportunities and it is at an appropriate level for their ability there should be evidence of pupil voice.

Marking should be pupil centered and inform future short term and medium term planning.



Work is filed in the correct AOLE with the newest piece of evidence filed at the back. (Like a book)

Evidence in a variety of forms.

- Photographs
- Videos
- Pieces of work
- Observations (short & long)



Use the below marking code when marking, using the code to refer back to when you mark. It is important to have clear, specific, and meaningful feedback for the learner. Use the code to refer back to when you mark. It is important to have clear, specific, and meaningful feedback for the learner.



Work is marked following the YBD marking policy

- Dated
- Clear Learning Objective
- Marked using the marking codes
- Using black or blue pen only
- Pieces of pupil's work is marked on the back of the work
- Signed by a staff member
- Ticked pink & growing green (around every 3rd piece of work)