

# Christ Church Charnock Richard C.E Primary School

*Inspired to learn, grow and flourish within our  
Christian family*



## **Feedback and Marking Policy**

**Updated January 2024**

# **‘Inspired to learn, grow and flourish within our Christian family’**

***‘I can do all things because Christ gives me strength’ Phil 4:13***

## **Ethos**

In accordance with our Mission Statement, the school team prepares children for their future by helping them achieve their full potential as part of the Christian family and as members of the wider community

## **Beliefs**

With Christ as our guide together we:

Promote an ethos that values and celebrates that all children are special and unique with many talents

Develop happy, resilient and confident children who thrive in body, mind and spirit

Provide high quality learning and a wide range of experiences that are challenging but fun

Create an environment that is stimulating, welcoming and purposeful for all members of the school community

Encourage children to be tolerant, caring and respectful towards others, and the world around them

## **Values**

Underpinning our ethos are our core Christian values which were chosen by pupils, parents, staff and governors. Our Christian values are:

**Trust**  
**Koinonia**  
**Compassion**  
**Love**  
**Thankfulness**  
**Forgiveness**  
**Service**

These values are central to all we do at Christ Church Charnock Richard Church of England Primary School: through our curriculum, behaviour policy, celebrating each other’s achievements and uniqueness and discussions of the wider world

We believe that our Christian ethos and aims support and prepare our children on their journey to becoming respectful, responsible citizens of the future.

# Feedback and Marking Policy

At Christ Church, 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 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
- provide specific verbal guidance on how to improve when appropriate

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 onerous 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 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;
- written comments should only be used where they are accessible to students according to age and ability;
- feedback delivered closest to the point of action is most effective, and as such feedback delivered in lessons is more effective than comments provided at a later date;
- 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 impact on future learning. When work is reviewed, it should be acknowledged in books. E.g. tick or sticker.

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 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 – away from the point of teaching (including written comments)

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.

### Marking Code

Where written marking or annotations are appropriate, the intention is that minimum teacher time should lead to maximum outcomes. One way in which we achieve this is through the use of our marking code, which combines use of highlighters and symbols codes. The core of this code is set out below, although some additional age-appropriate elements may be included in some phases of the school.

At Christ Church, these practices can be seen in the following practices:

Type	What it looks Like	Evidence ( for observers)
Immediate	<ul style="list-style-type: none"><li>• Includes teacher gathering feedback from teaching, including mini-whiteboards, book work, 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 or further challenge</li><li>• May re-direct the focus of teaching or the task</li><li>• May include highlighting/annotations according to the marking code.</li></ul>	<ul style="list-style-type: none"><li>• Lesson observations /Learning walks</li><li>• Some evidence of annotations or use of marking code/highlighting</li></ul>
Summary	<ul style="list-style-type: none"><li>• Takes place at the end of a lesson or activity</li><li>• Often involves whole groups or classes</li><li>• Provides an opportunity for evaluation of learning in the lesson</li></ul>	<ul style="list-style-type: none"><li>• Lesson observations/learning walks</li><li>• Timetabled pre- and post-teaching based on assessment</li><li>• Some evidence of self- and peer assessment</li></ul>

	<ul style="list-style-type: none"> <li>• May take form of self- or peer-assessment against an agreed set of criteria</li> <li>• In some cases, may guide a teacher's further use of review feedback, focusing on areas of need</li> </ul>	<ul style="list-style-type: none"> <li>• May be reflected in selected focus review feedback (marking)</li> </ul>
Review	<ul style="list-style-type: none"> <li>• Takes place away from the point of teaching</li> <li>• May involve written comments/annotations for pupils to read / respond to</li> <li>• Provides teachers with opportunities for assessment of understanding</li> <li>• Leads to adaptation of future lessons through planning, grouping or adaptation of tasks</li> <li>☐ May lead to targets being set for pupils' future attention, or immediate action</li> </ul>	

## Marking Approaches


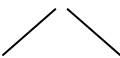
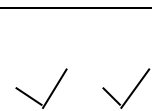
All work will be acknowledged in some form by class teachers. This may be through simple symbols such as ticks or stickers.


In Foundation Stage & Key Stage 1, review marking will only lead to written comments for those pupils who are able to read and respond independently. In some cases, the marking code may be used where this is understood by pupils (see end of policy for marking code & symbols). Where pupils are unable to read/understand such comments, these are shared verbally with children at the next appropriate opportunity.

In Key Stage 2, written marking and comments should be used where meaningful guidance can be offered which it 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 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 further guidance for future learning.

Peer marking or self-marking is evidenced through the use of a coloured pencil.

Annotation	Meaning
	Highlighted
	Capital letter missing
	Missing Word
	Good word use

NP//	New Paragraph
* _____ *	Re-read please
	Highlighted word indicates it needs changing e.g. because of error of tense or punctuation error.

Written July 2019

Reviewed September 2021

Reviewed January 2024