

Oakfield Quick-Guide Marking Policy 2016-2017

KS1

The following symbols have been agreed and shared with all staff to be used consistently across the school.

- Work should be marked in a contrasting colour and refer to the learning objective and/or individual targets. At Oakfield we use 'growing green' to highlight for development and 'brilliant blue' for areas of strength.
- Comments should be appropriate to the child's level of understanding.

a) How the work was completed (in a circle)

P/I/G = Paired/Independent/Group

TA = Pupil worked in TA guided group

CT = Pupil worked in class teacher guided group/ discussed with CT

ST = Supply teacher


b) If the learning objective was achieved (in a circle)

R = LO not achieved

Y = LO nearly achieved/ pupil needs more support

G = LO achieved

KS1 Marking Symbols - Writing

Symbol	Meaning
©	Missing capital letters – initially circle the letter itself and then train children to correct independently
Draw a finger	Denotes need for a finger space
^	Missing word
Clock (Y1)	Conjunctions
Chain (Y1)	Linking words/connectives
ADJ	Adjectives
Pencil	Presentation
Arrow pointing to a line	Stay on the line
Ear	Say and listen – write every sound/word you hear
Staircase	Next Steps
NAG	A nag (this should not be a next step)
	Shows dialogue has occurred and the topic of discussion

KS1 Marking symbols – Mathematics

- a) Correct answers should be marked with a tick
- b) Where there are several incorrect answers in a piece of work, teachers need to indicate to the child the need for discussion. It is demoralising for a child to have every answer marked incorrect
- c) The following symbols should be used to mark Mathematical work throughout the school:

Symbol	Meaning
o	Circle error
? or . (dot)	Think again/discuss with teacher
Pencil	Presentation
123	Number formation
Staircase	Next Steps

KS1 progression in feedback and marking

- Traffic light system- In year 1 we initially use smiley faces progressing to traffic lights in year 2 in preparation for KS2.
- Both classes use success criteria grids with self assessment, teacher assessment and peer assessment. The symbol for self assessment is Oscar Owl and the symbol for peer assessment is Bertie Bee.
- Next steps are symbols for children to understand and are responded to where appropriate. In year 1, most of the work is marked with the child so next steps are verbal. These are written in green- growing green.
- The same symbols are used to show successes within the work written in blue- brilliant blue. Year 2 children begin to peer and self assess using these symbols.
- The target setting system used is 'coins' that the children can access independently. This system will begin to be implemented in the summer term for year R and continued through years 1 and 2. When a target is completed it is recorded in the 'treasure chest' in the back of the relevant book.
- Teachers mark work using 'growing green' to highlight development points and 'brilliant blue' for areas of strength

Spellings

In KS1, class teachers will use their professional judgement to correct spellings, focusing on pertinent key words for individual lessons.

Allocation of house points

Write 1hp/ 2hp in a circle. House points are to be allocated for learning only. Please follow the behaviour policy to reward positive behaviour.