

Oakfield Quick-Guide Marking Policy 2016-2017

KS2

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

KS2 Marking symbols – Writing

At Oakfield Primary we aim to create an environment where marking does not inhibit the child's desire to write

Symbol	Meaning
	Circle missing capital letters and punctuation
.sp (and underline the word)	Incorrect spelling
.p	Missing punctuation
^	Missing word/sentence
//	New paragraph
✓✓	Shows appreciation of effective vocabulary or language skills
NAG	A nag (this should not be a next step)
	Talk bubble shows dialogue has occurred (relevant comment inside)

Grammatical errors – class teacher to comment on

KS2 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
?	Think again/ discuss with teacher
✓	Correct
x	In correct - Use this with care!

KS2 progression in feedback and marking

- Target boards are on display in all classrooms. This reflects 'key skills' success criteria and progression for a unit of work. These will be broken down into stages as appropriate to the teaching
- The use of 'key skills' statements are used when assessing 'hot and cold' tasks
- All classes to use 'TAC' (Targets Across the Curriculum) cards (see below)
- All classes use success criteria grids with self assessment, teacher assessment and peer assessment where relevant
- Teachers mark work using 'growing green' to highlight development points and 'brilliant blue' for areas of strength
- Pupils are involved in assessing both themselves and their peers and use the 'purple pen/ polishing pen' for this. Children to record who has 'edited' the work
- At Oakfield we expect to see an ongoing 'dialogue' of marking in books between teacher and pupil
- Teachers ensure that at a suitable time for their class, appropriate 'follow up/ next steps/ fix it' time is provided for marking and feedback. This may include time to fix a misconception or enable further consolidation, time for a pupil to 'prove' a new skill or extend pupils' learning.
- 'NAGS' are basic expectations we expect children to achieve consistently and should not be used as targets

TAC (Targets Across the Curriculum) cards (KS2)

All classes to use 'TAC' (Targets Across the Curriculum) cards. These MUST include:

- 1 X English target (not a NAG)
- 1 X Maths target (not A NAG)
- 1 X times table target
- These targets are achieved when they have been evidenced three times.

Spellings

In KS2, a dot is to be put in the margin, where a spelling error is made, the child will locate the spelling error themselves and correct it using appropriate classroom aids. E.g. dictionaries and word banks).

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.