



Carrington Junior School

Marking and Presentation Policy

Rational

The purpose of our marking policy is to assist in monitoring the children's progress, move the children forward in their education and provide an audience for their work.

Aims

Our marking should:

- further the progress of the individual child
- enable the teacher to monitor and give positive feedback whenever required
- be a means of communication between teacher and child
- provide an ongoing record of the child's progress
- assist the teacher in forward planning.

Objectives

Our marking:

- whether written or spoken, will encourage the child to improve his/her performance
- with the child, will develop the child's self-assessment skills and encourage him/her to reflect upon his/her work and set targets for improvement
- will aid the formative, diagnostic, summative and evaluative assessment of each child.

Method

In order to make marking motivational, comments should be positive in tone and remarks which humiliate rather than inform, are not used.

Quality Marking

In maths and writing a different group will be quality marked on a daily basis. In all other subjects a different group will be quality marked on a weekly basis.

A comment will be written in order to move the child on in their learning.

English – a yellow highlighter pen will highlight two positive aspects of the work and a pink highlighter will indicate an area of development. All other books will be ticked and marked for punctuation, grammar and spelling. A comment will be written as above. A maximum of five mistakes will be underlined by the teacher. In maths a yellow highlighter pen will highlight two positive aspects of the work and a pink highlighter will indicate an area of development.

The following symbols will be used:

	Shown As: On the side/In the Margin
Capital Letter	C
Punctuation	P
Spelling	Sp
Omissions	^
Reversals	R
Grammar	G
Paragraphs	L
Verbal Comment	V
Teacher Directed	TD
Supply Teacher	ST
Handwriting	H

The children should be given time in the morning to respond to marking corrections. Corrections are written under the piece of work by the child. Spellings, to be written out correctly 3 times. Written work will be corrected, as appropriate, across the curriculum and priority given to subject concepts.

Written and oral comments should:

- Be positive and constructive so they affirm and celebrate success, and encourage future learning
- Serve to challenge and encourage pupils to reflect
- Give attention to key vocabulary.

The following subject differentiation should be evident:

RE	Reflective comments, written and oral.
Science	Method and understanding.

Marking and comments should reflect the objectives for that lesson and if the teacher has asked a question a response, either written or oral, should be expected from the child.

Marking Pens

Teachers will mark in black and use highlighters as specially mentioned above. Children will self/peer mark using a green pen.

Presentation

All books will be treated with respect and not be defaced in any way. Only glue sticks will be used in exercise books. All work written on paper which requires gluing in to the exercise book will be trimmed accordingly. Pencil crayons will be used for colouring. No correcting fluid will be used. Ink erasers may be used when the child writes in pen.

Maths – to be written in pencil only. All number work will be written vertically down the page and the page divided in half. Other work will use the page in a conventional way. A two square margin will be drawn on the page. The date will be written in the short way using slashes followed by the title and / or learning objective, both will be underlined.

Whenever necessary margins will be drawn on the lined pages of books.

Year 3 and 4 will use a ruler width as a guide and Years 5 and 6 will draw a 2.5cm margin. The date will be written in full beginning from the left hand side of the page, a line missed then the title or learning objective will be written in the centre of the page. Both will be underlined. A line will be missed again before work begins.

Displayed Work

- All work to be displayed will be read and corrected by the teacher.
- It will be the best effort the child is capable of.
- It will be appropriately mounted and displayed with the audience in mind.
- Displays will be maintained and changed accordingly.
- Learning objectives and explanations will be included on every display.
- All work will be named.

Monitoring

This policy will be monitored as subject co-ordinators evaluate children's work and reviewed annually by the whole staff.

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