

MARKING POLICY



Author:	Adam Medlock
School Role:	Head of School
Date:	15.12.2023

Reviewer:	Lynette Edwards
School Role:	Proprietor
Date:	05.09.2023

Next review date:	15.12.2024
--------------------------	------------

1. Purpose

At Stafford Hall School, we will ensure that each student makes maximum progress in their education through appropriate challenge, regular in-depth marking, and focused feedback from teachers to support their learning. This guide is designed to standardise the assessment and marking procedures throughout Stafford Hall School and set consistently high expectations, as well as to provide clarity of work scrutiny processes and feedback procedures.

2. Objectives

1. To give students regular, high quality and accurate feedback on their work so that they understand what they need to do to improve.
2. To celebrate and reward students' achievement and progress.
3. To ensure students take pride in their work and take responsibility for their learning.
4. To build students' confidence and skills in learning independently so that they take advantage of learning outside lesson time.
5. To ensure that accurate assessment and marking informs high quality teacher planning and reporting.

Teachers must: Non-negotiables

Assessment:

- Carry out robust assessment in order to inform grade updates, in line with the assessment calendar. These should be accurately assessed against exam board criteria where possible.

Ensure that trackers are up to date with expected grades and current performance information. This will be backed up by tracking documents and subject-specific feedback/progress sheets.

Marking:

- Carry out in-depth marking of student work and provide high quality feedback, including how students can improve their work. Student work should not go a half-term weeks without in-depth marking, with monitoring/acknowledgement marking necessary in between to inform quality planning.
- **Use an appropriate range of marking/feedback methods listed in the Teacher Guide to ensure that students make progress.**
- Follow the school procedure of teacher marking in **GREEN**, peer/self-marking in **BLACK** or **BLUE**.

'excellence by any measure'

RESPECT • INSPIRE • SUPPORT • EFFORT

MARKING POLICY

- Ensure that students respond to feedback in **BLACK** or **BLUE** in order to show that they have understood the feedback and acted on it. This may require lesson time and responses must be checked by the teacher.
- Implement the whole school Marking Code to promote literacy improvements across all subjects.

Organisation:

- Ensure that student work is in a single folder, with exercise books and assessment work clearly organised and dated, and the Tracker is placed as agreed. Exam board guidelines should be followed for storage of Controlled Assessments.
- Organise folders for all students and classes so that they are available for scrutiny at all times.
- Ensure that students take pride in their work and that their work is well presented with titles and dates underlined. Challenge poor presentation, graffiti and lack of care.

3. Frequency of Assessment

Assessment	METHOD OF IDENTIFICATION	FREQUENCY (guideline may depend on the subject area)
IEP	IEP targets are set termly by the SENCOs. It is the expectation that teachers feedback on progress they have noted when they update termly reports every fortnight.	Targets set termly Teacher feedback fortnightly
Progress reports	Teachers provide written feedback on progress reports every fortnight including, topic coverage, progress and engagement with learning	Fortnightly
Formal Assessment	Marking in GREEN of tests, Progress Exams, etc. All assessment data to use tracking system but feedback in line with exam board guidelines. Recorded on Tracker sheets.	Ensure quality robust assessment every term.
In-depth teacher marking	Teachers mark in GREEN pen.	Every half-term.

MARKING POLICY

Peer/self-assessment	This should be written in BLACK or BLUE pen. It will need to be checked/acknowledged by the teacher.	At teachers' discretion.
Verbal Feedback	Students are able to acknowledge that they receive verbal feedback when they need it.	As appropriate on a lesson-by-lesson basis.
Learning Objectives	Use of 'highlighter' if student has made progress in line with personal expectation.	Every lesson.
Monitoring/ Acknowledgement marking	Ticks, teacher initials, simple Literacy corrections and/or brief attainment based comments.	All work – every lesson.

4. Assessment and tracking

Accurate and regular assessment is essential to inform teachers and students of current performance and to inform future planning. We will have six grade updates per year for all students.

The current grade should be based upon high quality assessment data. Current grades should be informed by a combination of the following:

- Recent assessment tasks. This will be new information since the last grade input. Suitable examples will include:
 - A past exam paper or combination of past paper questions to cover specific topics.
 - A Controlled Assessment task which has been assessed against exam board criteria.
 - A class test which provides substantial evidence (a quick 6 mark test is unlikely to be enough).
 - An extended piece of classwork which has been marked in detail against grade criteria.
 - An extended homework which can be robustly graded, set as part of the Homework Schedule or in addition to it.
- Marking of student books/files – including in-depth marking, peer and self-assessment
- Controlled Assessment progress

MARKING POLICY



- Homework
- Student attitude in lessons
- Attendance at after school sessions

The 'tracker' is the first reference point to identify progress over time. It should be updated following each grade update and assessment. These should be displayed prominently (ideally on the outside of student folders).

5. The Six Main Types of Formative Marking and Feedback

- In-Depth Teacher feedback*
- Peer/Self-Assessment*
- Verbal Feedback*
- Marking for Literacy using whole school Marking Code*
- Monitoring/Acknowledgement Marking*
- Highlighting of Learning Objectives

a. In-Depth Teacher Marking / feedback

All students have a termly progress report that is populated by all teachers to show their progress. Work in books will be marked and feedback given to students, however the impact of teacher written notes in books has been found to be negligible. Teachers are to give notification of when either whole class feedback (WCF) or verbal feedback (VF) is given. It is expectation that teachers update the termly report with acknowledgement of progress every fortnight. TO assist with teacher workload, this termly report removes detailed feedback in books, is part of the QA cycle for pupil progress and also is used as both PEP and end of year reports

b. Peer and Self-Assessment

Students are expected to be able to give both positive and critical feedback of each others work. For the majority of the students at SHS, this is a skill that needs developing with support from the teacher and will also help with their social and communicative skills.

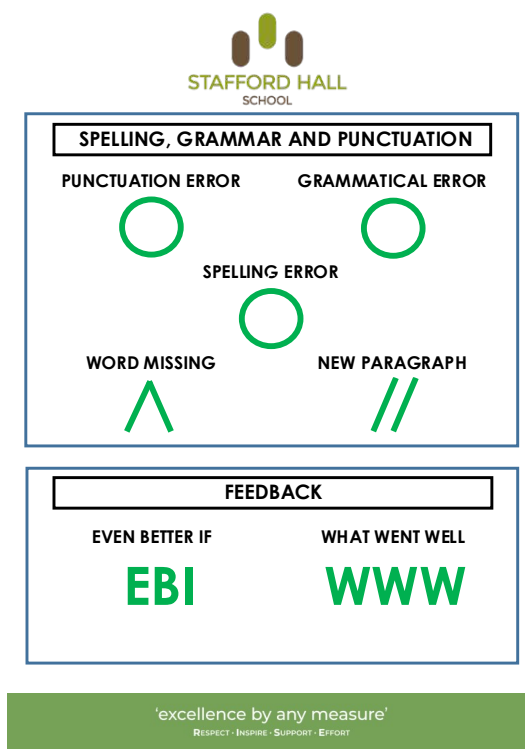
c. Verbal Feedback

Verbal feedback is a valuable form of formative feedback. In written work, in all subjects, verbal feedback may be identified as having taken place. The importance of individual and whole class oral feedback is recognised but students themselves should record their response to the feedback. This can be achieved by using the Verbal Feedback stickers or using a stamp with students writing their response next to the stamp in **BLACK** or **BLUE** pen.

d. Marking for Literacy using whole school Marking Policy

Teachers should correct spelling, punctuation and grammatical errors in every piece of writing. The first time an error occurs it should be corrected – it is not necessary to correct every instance of the same mistake. For less able students, it will be necessary to write the correct version as a prompt. As students gain confidence and knowledge, they should be able to identify and correct their own mistakes. All staff should use the whole school Marking Policy; this is not just for the English teachers. The code forms an integral part of the Literacy Policy; it should be displayed in every classroom and in the books of every student. The Marking Policy is displayed here:

MARKING POLICY



e. Monitoring/Acknowledgement Marking

Teachers will acknowledge all work variously through the use of ticks, teacher initials, stamp/comment, simple literacy corrections, factual inaccuracies and/or brief attainment based comments. Students are expected to respond in BLACK or BLUE to any corrections and initial any comments made by the teacher.

f. Organisation of student work

All student work should be organised into a single folder or file:

- This is likely to contain: exercise books; hand-outs and worksheets.
- All formal assessments will be stored in a singular file.
- Student folders and a singular formal assessment file should be stored in a consistent way across a subject area and should be easily accessible for scrutiny at any time.