



# Collingbourne School Marking and Presentation Policy

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## Vision Link

Our Vision is that Collingbourne Primary School is recognised for outstanding educational performance.

## Aim

The aim of our marking and presentation policy is to provide children with effective feedback that will help them progress with their learning. We want our children to feel their work is valued and important. We want them to feel proud of it.

## Marking in English

- WALTs will be highlighted in pink for fully achieved, dashed for partially achieved and highlighted in green for not achieved.
- Staff will use pink/green highlighters to identify good learning (linked to the WALT) and corrections (linked to the WALT).
- In foundation stage & KS1 a written comment is not always practical. Comments are often oral. Where appropriate, verbal feedback should be explained by a short comment in the format of Tickled Pink and Growing Green ( see below)
- In KS2 staff may also green any spelling mistakes, punctuation errors or handwriting errors. But, as a general rule we do not aim to correct every spelling, punctuation and handwriting error. Staff will identify what is appropriate for that child's learning
- In KS2 we will always green keyword spelling mistakes and full stop and capital letter errors.
- At the end of a longer written piece of work, we will make a pink comment linked to the WALT. We will also suggest 1 or 2 next steps. For example:



*Well done! I love these conjunctions.*



*Can you find a missing question mark in paragraph 2?*



*Please practise each green spelling word three times underneath.*

- Children in KS2 will **respond to marking** in a purple polishing pen. Children in KS1 will **respond to marking** in a purple polishing pencil.
- It is good practice to sometimes provide success criteria alongside the WALT. For example your WALT may be: WALT *use the features of a newspaper report* and your Success Criteria may be: *I have included: a heading, a sub-heading, an opening paragraph, a quote etc.*
- The success criteria can then be highlighted in the same manner as the WALT.



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## **Marking in Maths**

- WALTs will be highlighted in pink for fully achieved, dashed for partially achieved and highlighted in green for not achieved.
- Correct answers will be ticked. Incorrect answers will be greened or have a dot next to them. Mistakes will be corrected and written next to the original answer rather than being rubbed out.
- We will always green poor digit formation.
- All lines will be drawn using a ruler.
- Due to the nature of our teaching instant verbal feedback is crucial during independent work. This is will be evident though response to marking. 'Live feedback' is encouraged to help quickly address any misconceptions and enable rapid progress.
- Children in KS2 will **respond to marking** in a purple polishing pen. Mistakes in KS1 will be greened and children will respond next to the green.
- It is good practice to sometimes provide success criteria alongside the WALT. For example your WALT may be: WALT *Calculate the perimeter of a quadrilateral* and your Success Criteria may be: *I can accurately measure all four lengths, I can set out my calculation in a formal layout, I can use column addition to find my answer, I can include my unit of measurement etc*
- The success criteria can then be highlighted in the same manner as the WALT.

## **Presentation in Books**

Presentation in books is vital in making children feel proud about their learning. Our policy emphasises this through these statements:



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- EYFS/KS1 will place the date and WALT on a sticker or the teacher will handwrite in. Year 2 children will begin to write the date and WALT (underlined) as the year progresses.
- KS2 will write the date and WALT and underline. Long date for English only. Any mistakes in date or WALT must be greened and polished.
- Children to write in pencil until their writing is neat and accurate enough for a school handwriting pen. No other pen is to be used apart from their polishing pen.
- Encourage children not to bend books- this breaks the spine.
- When using the Classroom Secrets resources in maths children should write Reasoning and Problem Solving answers on an adjoining page rather than trying to 'squeeze' the answer onto the sheet.

**Children's neat presentation should be celebrated. Please send children making a real effort in this area to Mr Crossman for a reward.**

## **Marking in Topic, Science and RE books**

- WALTs will be highlighted in pink for fully achieved, dashed for partially achieved and highlighted in green for not achieved.
- Staff will use pink/green highlighters to identify good learning (linked to the WALT) and corrections (linked to the WALT).
- We will also green any 'basic' errors that we feel is appropriate for that child. For example a child working at ARE in Year 4 would have a keyword mistake or FS and CL mistake 'greened'.
- Children in KS2 will **respond to marking** in a purple polishing pen. Children in KS1 will **respond to marking** in a purple polishing pencil.