



# Marking Policy Wincle CE Primary School



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Wincle CE Primary School  
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## Version control

Date updated:	Brief summary of changes:
November 2024	Removal of 'This way of working will be introduced in all books from September 2020.' Stipulation that cursive script will be taught in year one. Removal of 'SEN children' and replaced with 'children with additional physical needs.'

### Our school's vision:

*Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who shine in all that they say and do. They exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

We encourage our staff and pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

<b>S</b>	Service	<p>★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We would like our pupils to have the confidence to know that they can make a difference: have hope for the future.</p> <p>★ We encourage our pupils to challenge injustice and inequality</p>
<b>T</b>	Theology	<p>★ Our principles are founded on the truth that we are loved by the Father, Saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
<b>A</b>	Attitude	<p>★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display perseverance and not give up.</p> <p>★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
<b>R</b>	Relationships	<p>★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to respect every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example. We are all unique</p> <p>★ We help all children build trusting relationships</p> <p>★ Clothe yourselves with compassion, kindness, humility, gentleness and patience.' (Colossians 3:12)</p>
<b>S</b>	Shine like stars	<p>★ "I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

## Marking Policy for Wincle CE Primary School

The implementation of this policy is the responsibility of all members of staff.

### MARKING

In marking the children's work, we aim:

- To promote a high standard of content and presentation in children's work.
- To communicate effectively to the children the appraisal/assessment of their work.
- To ensure continuity and consistency throughout the school in the marking of children's work.

Marking is part of the assessment of children's work and forms an essential part of the feedback to them. **All marking, whether verbal or written should be objective led and should reflect the aims and purpose of the lesson.** The objective of a piece of work should be made clear to the children at the start of the lesson and should be evident from the teacher's planning and marking.

Teachers will look at the pupils' work and mark using the following code:

✓ = the child needs more work on this

✓✓ = nearly there but some consolidation needed

✓✓✓ = objective met

The main strengths and weaknesses of the pupils' work will be identified and worked on the following day for the first ten minutes of the next lesson. This will be called 'Feedback Time'. During this time, the teachers will focus on the common misconceptions with small groups of pupils.

Wherever possible, work should be marked on the same day as it is completed.

Children should not be given back books that are unmarked.

Teachers should use black ink when marking in both KS1 and KS2.

### Marking written work

In KS2, technical errors will be indicated where appropriate as follows:

**Editing and improving your writing**

Use your purple pen to complete the editing process.


**p** there is punctuation missing on this line


happ\_ly there is a missing sound in the given word

sp there is a word incorrectly spelt on this line

**?** this line does not make sense

^ missing word

 there is missing punctuation or a conjunction to link clauses

 a new paragraph is needed at some point on this line

✓ = the child needs more work on this

✓✓ = nearly there but some consolidation needed

✓✓✓ = objective met

Upon completion of corrections, the class teacher or pupil will tick next to the symbol in the margin.

### **Book Organisation**

To further enhance our independent, motivational and vocabulary rich teaching environments, we will be introducing a 'Thinking page' to our work books. This will entail using the left-hand page of each book for thinking and vocabulary work, which will lead into their written work, main activity on the right-hand side of their book.

We will be allowing the children to use any pen or pencil that they choose for their 'Thinking page' work, further boosting their motivation and enjoyment when exploring language and thinking/working more independently. The aim is to encourage children to build up word banks and become more 'language rich'

in their working within all subjects, not just English. We will also focus on the key spellings for the lesson and identify any spelling rules which are relevant.

Example of book layout:

<u>Thinking Page</u> Vocabulary work & ideas	<u>Date</u> <u>Lesson Objective</u> Main activity
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In KS1, technical errors will be indicated where appropriate as follows:

English marking:
<p>gre<u>an</u> the sound underlined is misspelt</p> <p>happ_ly there is a missing sound in the given word.</p> <p>✓ WOW word</p> <p>_ missing punctuation</p> <p>// new paragraph needed</p> <p><b>?</b> this line does not make sense</p> <p>^ missing word</p> <p>✓ = the child needs more work on this</p> <p>✓✓ = nearly there but some consolidation needed</p> <p>✓✓✓ = objective met</p>

### Marking maths work

Maths marking:
<p>✓ correct answer</p> <p>● incorrect answer</p> <p>✓ = the child needs more work on this</p> <p>✓✓ = nearly there but some consolidation needed</p> <p>✓✓✓ = objective met</p>

## PRESENTATION

### GENERAL

- Children write in pencil in KS1 and, when ready, in KS2, a blue Berol Notewriter or a uniball pen, not biro.
- If children make a mistake, put a straight single line through it or use a rubber sparingly. Tippex should not be used by the children but may be used occasionally by teachers.
- Children should have opportunities to draft, proof read and edit their own and each other's work (on paper or on screen) before making a final copy (see above section on editing work).
- Children should write the date and learning objective at the top of the piece of work, underlined with a ruler.  
**date and underline**  
**learning objective/title and underline**  
**space**  
**begin**

As children progress through the key stages, they will be expected to present their work to an increasingly high standard.

### ENGLISH

- Children should write the date in full, underlined with a ruler, by the left-hand margin.
- Children should be given time to reflect on and review their work and amend or improve work as requested. Any alterations they make once work has been completed are done in purple pen to evidence the editing and improving process.

### MATHS

- All maths work should be done in pencil.
- Always put an abbreviated date i.e. 01.09.09
- Use a ruler when: underlining titles  
for answer lines  
graphs, drawing shapes and where straight lines are important.
- To number their work, put a small figure in a square followed by a full stop then leave a space.
- Leave appropriate spaces between working - on squared paper only one digit per square.
- When completing vertical calculations, put the maths sign (+, -, x, ÷) to the left of the calculation.

Children should be given time to reflect on and review their work, and do corrections and amendments as necessary. Any corrections should be set out again.

### HANDWRITING

- At entry, the pupils will work on printing each letter. When ready, the pupils will learn to write in cursive script. This will be taught in year one.
- Provision is made for an alternate cursive style to suit children with additional physical needs or children

arriving late on in KS2 who already have developed an acceptable style of handwriting.

- It is important that all staff write in cursive script and model it whenever they write on the whiteboard for the children.