

# NADI SANGAM PRIMARY SCHOOL

## *Whole School Book Marking Policy*

VISION: QUALITY EDUCATION AND PROSPERITY FOR  
ALL CHILDREN AT THIS SCHOOL



# NADI SANGAM PRIMARY SCHOOL

## MARKING POLICY

This marking policy is part of our school's approach to Assessment, Recording and Reporting and motivation and behaviour, which together contribute to the overall raising of standards in school and the quality of children's learning and progress.

### RATIONALE

At Nadi Sangam Primary School we believe that there is more to marking than a tick or a cross in an exercise book.

At Nadi Sangam Primary School to get the very best from our children, we show genuine interest in the work they produce and demonstrate the value we put upon achievement and effort by the quality of our response – be it written, oral or demonstrative.

### AIMS

Through our responses to children's work we aim to: -

1. Show that children's work is valued and their efforts respected.
2. Foster self-esteem and confidence.
3. Instruct advice on next step learning and thus raise standards.
4. Use marking as part of the assessment process to inform next-step teaching.
5. Motivate children to give of their best and have a sense of pride in the work they produce.
6. Encourage children to be self –critical, independent learners.
7. Promote consistency throughout the school.

### PROCEDURES

1. It is important that children know what criteria will be used to mark their work. I.e. what are we looking for. The learning objectives should be made clear to the children from the beginning of the lesson and recorded in an age appropriate manner. Work should be marked against the Learning Objectives.
2. It is always preferable to provide immediate feedback by marking work in the presence of the child.
3. It is acknowledged, however, that this is not always practical or possible so work should be marked and returned within a time span that corresponds to the child's memory of the task set.
4. All written responses to a child's work should be helpful, constructive and encouraging with a next step progress indicated in at least 50% of cases. At Nadi Sangam Primary School we would describe these as "a star and a wish." One celebration and one target for improvement which will be indicated with an upward arrow.
5. Written responses should be legible so that they are easy for children to read and understand. Children should be encouraged to read them and respond accordingly.
6. Work should be marked in RED ink.
7. The teacher marking work should always initial it.
8. It is good practice to use a variety of visual responses relevant to the age and ability of the child.

#### For example:-

Written responses as above

Stars

Stickers

Teacher's stamp

Smiling faces, sad faces

Ticks, crosses

9. Children should be encouraged to read through and correct, where appropriate, their own work before showing it to the teacher. Children should be encouraged to use a dictionary to correct spellings where this is age and ability appropriate.
10. Children can be taught how to check and mark another's work; however this should be in pencil to distinguish their marking from the teacher's. Marking will be undertaken by the class teacher.

### **Guidelines:**

It is important for a teacher to be consistent when marking work by following these guidelines.

- Marking will always be against the lesson's learning objective with additional points of focus or reference to an individual pupil target being addressed, according to the ability of the individual child.
- (Teacher – child) oral feedback is the most effective and immediate way of communicating a response and should be used whenever possible in a positive and constructive way.
- Teachers will seek opportunities for children to demonstrate their success to others in all areas of the curriculum.

For example: -

PE – Ask a child or group of children to show a sequence of physical movements to the rest of the class.

Music – Perform to another class or in assembly.

### **Procedures for the Standardised Setting Out, Presentation and the Marking of Work.**

#### **By the end of Key Stage 1.**

The full date will be used in all subjects. Date written in two ways. Where  $\frac{1}{2}$  /  $\frac{1}{2}$  workbooks are used the date will be written on the top line. The final line space will not be used. Children should be encouraged to present work clearly and follow the teacher's instructions carefully.

Pencils – on entry to school, children are taught how to hold a pencil correctly. They will be reminded to use a sharp pencil point at all times to allow clear presentation of work.

Use of erasers – A clean eraser should be used (rubber)

Children should use the correct book for each subject, working from the front of the book only.

#### **Key Stage 2**

By the end of class 3, pupils will be expected to: -

1. Rule off after the last piece of work before starting a new piece of work.
2. Write the date at the beginning of their work.
3. Underline the title, using a ruler.

Pupils will be encouraged to:-

1. Write subtitles where appropriate on the left hand side next to the margin.
2. Underline subtitles.
3. Leave a line space between each exercise.
4. Write exercise numbers/letters in the margin.
5. Follow the teacher's instructions for the given exercise carefully.
6. Undertake pupil reviews recorded on some pieces of work

The above criteria should be applied throughout Key Stage 2 encouraging pupils to continue the good practice taught previously.

### Use of rulers

All pupils will be encouraged to use a ruler to rule lines and neatly ruled lines are expected.

### Use of pens

In classes 5-8 pupils will be expected to use blue/black handwriting pens for written work, where this is appropriate for the individual child or the tasks being undertaken. Pencil will be used for classes 1-4.

### Use of erasers

Children should be taught how to use erasers carefully and be provided with good quality erasers by the parents.

### **Self correcting fluids are not to be used** (correction fluids)

### Mistakes.

Errors made in ink should be crossed out using **one ruled line** in pencil

### Standard exercise books.

Children should use the correct book for each subject, working from the front only.

### Use of worksheets.

Whilst we make **minimal use of worksheets** to encourage independent writing skills, especially for the more able children, the same standard of presentation is expected on worksheets as in exercise books.

### Abbreviations

The following indicators may be used to support monitoring activities

1:1 – Individual pupil work that has been supported by the teacher

G – Work that has been undertaken in a small group with teacher support

I – independent work (mainly for classes 1-3 pupils. As children progress through school it is more likely that supported work rather than independent work would be indicated)



When any problems have been reviewed/ discussed

**OTHER PROCEDURES FOR MARKING BOOKS.**

**NADI SANGAM PRIMARY SCHOOL BOOK MARKING POLICY**

- a. Date to be written in both ways example: DD/MM/YY and day, month, year
- b. Margin to be ruled in 4c
- c. Top line to be ruled with red pen.
- d. Date and heading or sub heading to be ruled off.
- e. Correction to be done regularly where necessary.
- f. Use of capital and small letters. Be specific and not to mix together.
- g. Clear prints and neat cursives
- h. No fancy writing and formation of alphabetical letters
- i. Book to be covered neatly with brown paper and cellophane.
- j. Name tag to be on the right hand corner of the top cover.
- k. Use blue or black ink for writing and red for marking only.
- l. Use colors to decorate pictures and drawing.
- m. Use of paragraph.

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