

Dawlish Federation of Special Schools

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RATCLIFFE SCHOOL

MARKING POLICY

This policy is a statement of the aims, principles and strategies for ensuring a consistent marking pattern throughout the school. The school aims to have a common, manageable policy that is implemented by all the teachers.

The basic skills of numeracy and literacy can be developed and reinforced in all curriculum areas if pupils receive feedback. This can happen when:

- Reading and writing for different audiences
- Working with others in problem solving exercises
- Group reading exercises with other children or with a member of staff
- Evaluating and reviewing a piece of work in discussion with other children and the teacher
- They keep an example of all the stages of a piece of writing in order to show progression
- Their work is marked or discussed with a teacher who poses questions such as how?, why? and when?, to expand on the child's use of language.

General Principles

Teachers will have their own considerations with regard to marking. Marking should have the following features:

1. Marking needs to be simple, constructive and positive, as well as child friendly and build self-esteem. Where practical work should be marked in a contrasting colour as soon as possible with the child or ideally before the next lesson to pass on so pupils can act on the feedback given.

2. The marking should provide pupils with clear and relevant feedback, indicating levels of performance, and suggesting strategies for improvement, and goals to be achieved.
3. Marking should be part of a continuous process supporting pupils learning and to facilitate progress.
4. Interactive marking, involving some written or oral dialogue, between a pupil and teacher is part of standard assessment practice.
5. The marking process informs assessment and planning and is related to recording methods such as Classroom Monitor.

We encourage high standards of spelling, punctuation and general presentation across the curriculum. We recognise marking the content of each piece of work and we will use the following grid for marking extended writing pieces:

Teachers code	Meaning	Teachers code	Meaning
Sp	You have spelt this word incorrectly	Cap	You have forgotten to use a capital letter or it is in the wrong place
P	You have forgotten to use punctuation here, or it is incorrect	Coll	You have used a colloquialism or slang word here
N/S	You need to begin a new sentence	N/P	You need to begin a new paragraph

Date 21st September 2016

Signed

