

Copthorne C.E. Junior School

Marking & Feedback Policy

Approved December 2025

To be reviewed December 2027

Marking and Feedback Policy

AIMS

At Copthorne CE Junior School we aim to support children's learning by providing regular and constructive feedback. Effective feedback is a balance between both verbal and written.

ROLES AND RESPONSIBILITIES

Teachers – mark children's work regularly and effectively

LSAs – support the feedback process

Pupils – acknowledge and act on advice for improvement, both verbal and written

CLEAR LEARNING OBJECTIVES

WALT (We Are Learning To) and Steps to success to be displayed in the classroom for the children. This can be written on the whiteboard or on the PowerPoint.

WALT to be clearly and neatly written in the exercise books at the start of the session i.e WALT draw a line graph.

EXPECTATIONS

Feedback is a range of verbal feedback, discussion and written guidance from teachers, adult support, pupils and peers. All adults to mark in green, pupils to use blue for editing and improving and to use purple for responding to an adult – 'polishing purple'.

Time will be made available to allow children to respond to any feedback given.

Children will be held to account for good presentation across the curriculum.

READING

Work should be shared, discussed and marked together. Where appropriate, individual, more specific, verbal or written advice may be given for improvement.

WRITING

To support the writing process there will be a range of feedback provided. Written feedback for extended pieces of writing will be conducted within the writing process.

MATHS

Verbal feedback should address misconceptions. Children will mark their own work. Written marking may be used to extend thinking or support a child to work through problems during a lesson.

SCIENCE

Science books should be marked with misconceptions addressed, possibly through verbal feedback. Some probing or clarifying questions may be used to extend scientific thinking. Misspelt or misunderstood scientific vocabulary should be corrected or addressed.

RE

Discussions recorded through use of pictures and photocopies of group work. Reflective question given if appropriate. Use of verbal questioning, followed by pupil response with an acknowledgement.

SKETCH BOOKS

Verbal feedback on art and DT work. If a critique of an artist's piece of work or an evaluation of their own work has been completed, then a written response with possible question to extend thinking.

LEARNING JOURNAL

Within Humanities work, some probing or clarifying questions may be used to extend historical or geographical thinking. Misspelt or misunderstood vocabulary should be corrected or addressed. Within other foundation curriculum areas, verbal or written response if there is a contradiction, misconception, evaluation or a pupil response.

HOMEWORK

Maths and English work will be marked as a class, where appropriate. Any project based work should be shared, praised and effort acknowledged.

APPENDIX 1 – MARKING SYMBOLS

T – supported by the teacher

LSA – supported by the LSA

V – Verbal feedback given

Sp – spelling error

P – punctuation error

G – Grammar error

/ - new sentence

// - new paragraph

^ - missing word

____? – muddled/not clear

√√ - very good

APPENDIX 2 – PRESENTATION

English Great Expectations For Pupils - these will also be applied to writing in other curriculum areas

- Rule off last piece of work
- Long date on the left hand side or in the centre in English books
- Next line, WALT
- Underline date and WALT using a ruler
- Handwriting neat, clear and on the line at all times
- Begin each line next to the margin
- In extended writing, write on every other line to allow for editing
- Leave two lines between paragraphs
- Errors to be crossed out with a single line using a ruler
- In writing, Year 5/6 to use flaps if re-writing a section again

Maths Great Expectations For Pupils - In maths books

- Always use pencil
- Rule off last piece of work
- Draw margin two squares wide on left using a ruler
- Short date on left hand side
- Next line, WALT
- Underline date and WALT using a ruler
- One digit or symbol per square
- Draw lines using a ruler along the lines in the book
- Handwriting and number formation neat, clear and on the line at all times
- When writing out a calculation, show all workings clearly
- Jottings should be legible and appropriate for the task