

Feedback and Marking Policy



Leytonstone School

Signed by Chair of Governors: Kate Lord

Date Ratified by Governors: 18/3/15

Date to be Reviewed by Governors: 28/3/17

Feedback and Marking Policy

- Subject teachers are responsible for ensuring that feedback will be formative and personalised, telling the student what /how to improve.
- It references the student's level or grade as appropriate.
- Time is built into lessons for students to read, reflect and act on teacher feedback. This could take the form of a "Do now" activity. This supports the development of dialogue about their progress.
- Marking with formative comments and targets is carried out as a minimum once a fortnight for core subjects and once a month for non-core subjects
- Students are informed of the lesson's objectives and clear success criteria.
- Lesson planning enables students to use self-assessment to evaluate their own progress and their own action points and peer assessment to provide action points for other learners.
- A target sheet with current grade, target grade, and current learning target will be in each book/folder, completed by the student /teacher for each subject. It will be revisited and revised termly.
- Teachers will correct for literacy and numeracy as appropriate to the task.

Feedback on Literacy.

Use our Spelling, Punctuation & Grammar marking code below.

Give each major piece of work a literacy action point (Target) as feedback.

To help a student focus on this action point (a) make it the ONLY action point in your overall feedback *or* (b) tell them you're intensively marking one paragraph only in relation to the literacy action point, allowing you to set other non-literacy action points.

SP	Spelling
C	Capital letter error
P	Punctuation error
GR	Grammatical error
WW	Wrong word
^	Missing word
WO	Word order error
FBW	Find a better word
//	New paragraph needed

- Heads of Department are responsible for the monitoring of marking and feedback.
- Senior Leadership Team are responsible for monitoring the quality of and effectiveness of department marking and feedback through effective subject line management, work scrutiny and department reviews.