

## Marking and feedback aide memoir - to further increase the impact on pupil's learning and progress through daily consistency

- Use your **gold** pen for marking and **black** pen for marking challenge, 'fix it' prompts and verbal feedback.
- All English work will be quick marked using VCOP codes - punctuation is a generic expectation - according to the focus of the learning.
- Annotate 'I' for independent or 'G' guided/ adult led.
- Teacher writes a brief comment about WHAT has been learned [referring back to LO/ SC].
- A marking challenge is written [one per pupil per week in English and one per pupil per week in Maths a minimum] -
  - **Reminder Prompt** - reiterate the learning intention ["How do you think Cinderella felt here?"].
  - **Scaffold Prompt** - teacher decides what they would like the child to do then find way of handing it back to them ["Describe the expression Cinderella has on her face. Do you think she was cross? or Cinderella was so cross because....."].
  - **Example Prompt** - teacher models a possible improvement then asks the child for an idea of their own ["Choose one of these or your own. Cinderella was sad because the ugly sisters made her clean. Cinderella was sad because she worked all day."].
  - **Steps Prompt** - teacher outlines steps to take to improve ["First... Then...."].
  - **Challenge/Justify prompt** - teacher poses a challenge to child ["Can you tell me more about....."].
- 'Fix it' prompt - relating to what is expected for their age and ability - spelling of common words, letter formation, etc. - quick fixes.
- Check prior challenges, corrections and 'fix it' actions have been completed by pupils.
- Work ruled off by pupil or adult.
- Check verbal feedback comments - all children should have some every week especially during guided/ adult led tasks.
- Check presentation is in line with our policy and high expectations.
- Topic work - ensure subject code is recorded [Science/ History/ etc.].
- Where appropriate, update Learning Ladders assessment grid at the front or back of pupil's books.
- Ensure adult writing is in the agreed script, neat, legible and grammatically correct.
- **Finally, take pride in the learning that has happened because of your teaching!!!**

## Early Years Learning Journals

	✓ when information included
L&A	
U	
Sp	
M&H	
H&SC	
SC&SA	
MF&B	
MR	
R	
Wr	
Nu	
SSM	
P&C	
TW	
Tech	
EUM&M	
BI	

- Manage information - every child **MUST** have evidence/ information every  $\frac{1}{2}$  term for every strand to support assessment records.
- Mixture of 'Tapestry,' photos, post it notes, work, etc.
- All dated.
- Annotations to clarify - to include narrative of learning as required.
- Development Band referenced.
- Record any children's comments or teacher/ child conversations.
- Ensure some [2 per week] have a next step comment to take learning [attainment] forward.
- Staff initial evidence - all staff contribute to Learning Journals.