



Galley Common Infant School

Marking Policy

Reasons for marking

At Galley Common School, we use live marking in all area of learning.

Live marking is essential and non- negotiable. It will immediately identify errors and address misconceptions. Live marking will allow teachers to identify good practice, celebrate this and display examples on the Working Wall for other children to magpie. Live marking also ensure mistakes / misconceptions are addressed immediately and the learning is moved on. If verbal feedback is given during the lesson, this will evidence that the child has implemented this.

We believe that teachers respond to pupils work in order to:

- Identify and monitor pupils' progress: learning objectives are planned, the activity is carried out and an assessment is made.
- Provide appropriate feedback to pupils, recognising pupil achievement and helping the pupil to know the criteria for assessment.
- Identify misconceptions quickly and support children to correct these.
- Take a pupil a step further in his/her learning.
- Involve pupils in reviewing their own work and setting future targets.
- Support a dialogue between pupil and teacher.
- Give encouragement and improve a pupil's confidence and self-esteem.
- Support a dialogue between teacher and parent.

Marking Procedures

At Galley Common School the staff have agreed to adopt the following procedures:

- All work will be marked and, wherever possible, it will be live marked with the child.

- All staff will use green ink for marking.
- All adults will model the school handwriting style and ensure that the correct spellings are used when writing in pupils' books.
- All learning will be initialled by the member of staff teaching and marking the work and dated, if the child has not already written the date.

Purple Pens can be used by children to:

- Make corrections to learning
- Self-Assessment
- Short self-marking tasks

Verbal Feedback

- We encourage staff to mark along with the children and when verbal feedback is given V.F will be added to the margin and the verbal feedback given e.g. punctuation.
- Marking Response Time
- In Reception, the adult will mark with the child and the child will be given the opportunity to respond to feedback at the time.

English IAACW

How do we mark writing?

Teachers will use the Success Criteria to support live marking. They will tick skills applied from the Success Criteria using green pen.

How much will be corrected?

A new IAACW skill will **not** be marked correct if a previously taught skill is missing. E.g. correct use of comma in a list will not be marked correct if the sentence doesn't start with a capital letter.

Misconceptions or errors will be discussed during live marking and marking symbols used to direct children to reflect and correct.

Spellings:

- No more than 3 pre-taught high frequency, or “tricky”, words or words with learnt spelling patterns will be acknowledged as incorrect. These will be marked with a line underneath and written at the bottom of the page or in the margin for the child to note. If time allows the child will copy the word **correctly** three times once their learning has been completed.
- Other spellings will be corrected at the teacher’s discretion, or to mediate the writing. The correct spelling will be written above the child’s attempt.

Mathematics

The symbols found in Appendix 1 will be used when marking.

Following input from the class teacher pupils will correct work marked with a dot. A C will be written next to corrected answers.

Incorrect number formation will be identified in ALL classes and form part of marking response time. Incorrectly formed numbers will be identified at the bottom of the page for the child to practice forming correctly.

Non- core subjects

In other curriculum areas, writing will be marked in the same way as in English lessons to ensure that skills are transferred and misconceptions do not embed.

Celebrating great learning!

Dojos can be awarded for pupils demonstrating our school rules and values during lessons.

Children who have demonstrated excellent learning or progress can be given a Headteacher’s Award.

Each week a STAR writer will be chosen from the Star write session, this writing will be copied in colour and displayed on the STAR writer wall. A special certificate will be given in class for STAR writers.

Children can also be awarded a Star Award certificate in assembly on Fridays for other areas of learning.

Monitoring

The marking of pupil's work will be monitored by subject leaders, the Head Teacher and the Leadership Team through book looks and pupil voice.

Review

September 2026

Reviewed every two years following this date.

Next Review September 2028

Appendix 1 – Marking Symbols

In order for staff to make the most effective use of their time the following symbols will be used by staff when marking work.

U	Unaided work, no adult support was given
T.A.	Teaching Assistant support
T	Teacher support
St	Student support – indicate if PGCE/BTEC etc
MRT	Marking Response time
V.F.	Verbal Feedback

The following child friendly symbols can be used throughout the child's work.

✓ Correct answer or linked to WALT or STS

• Look or think again in numeracy.

.c Corrected.

_____ A capital letter is missing or has been used incorrectly.

○ Missing punctuation

^ A word has been missed out.