



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 33

Policy: Marking and Feedback

Review Date: June 2017

Policy Name: Marking and Feedback Policy

Nominated Lead Member of Staff: Deputy Headteacher - Curriculum

Review Cycle: 1 Year

Authorisation: Headteacher

Review Date: June 2017

Marking and Feedback Policy

As evidenced by the Sutton Trust, good quality feedback is the key to success for learners and staff. At Matthew Moss we aim to secure the highest standards of feedback by implementing Berger's 'Kind, Specific and Helpful' framework, ensuring adult to adult transactions are maintained and that feedback comes from the most appropriate sources: peers, learners (including to staff), teachers, teaching assistants, experts and so on.

There are three strands to effective marking and feedback at Matthew Moss High School: Pride in Learning, WIN and Marking for Literacy and their alignment with the school's CHANGE offer is clear: Pride in Learning is an expression of *High Standards*; WIN is aligned with both *Agency* and *Growth Mindset* and Marking for Literacy with the *Numeracy and Literacy* dimension

In the front of every learner's book or folder there will be a sticker outlining the protocols and coding used for Pride in Learning, WIN and Marking for Literacy.

Pride in Learning

- Work neatly and don't graffiti
- Write in blue /black pen and draw in pencil
- Give a date and title for every piece of learning

WIN Feedback

What you did well.

Improve: What needs to be improved in the learning.

Next Step: What you must do straight away.

Every member of staff will be given a WIN stamp and this must be used to give feedback to learners at least once every two weeks.

Feedback should align with Dweck's Mindset theory, acknowledging effort, challenge and risk-taking, as well as clarifying the purposeful practice needed for improvement.

Providing feedback is an ongoing process; it must be responsive and timely to be effective. Much feedback will be 'just in time' learning conversations. However, it is also appropriate for feedback to be captured in order for it to be reflected on and built upon. The capture may be electronic (e.g. blogs, portfolios, audio files) or more low tech (diaries, notebooks, learning logs). In all cases, such captured feedback should be provided at least once every two weeks (or eight lessons) for every learner in every subject and once term from learners to staff. We should aim to coordinate faculty and family student voice gathering with the school's termly Magna Carta exercise and to share our findings to the benefit of the whole community.

The aim of such captured feedback should be to establish an ongoing dialogue with learners to ensure challenge, questioning and additional practice, supplementing the day-to-day exchanges characteristic of good learning experiences.

Marking for Literacy

Consistent development of learners' literacy across the curriculum is absolutely key to ensuring that their academic progress is maximised and whenever written work is marked the following coding must be used.

Sp Correct the spelling error.

P Correct the punctuation error.

Ww The wrong word has been used: replace it with a correct one.

// Mark in where the paragraphs should be.

? The sense is unclear: improve this section.

Who	Responsibility	Frequency / Monitoring and Evaluation
Class Teacher	<p>To ensure that books are marked. The coding for Marking for Literacy and Pride in Learning is used.</p> <p>The WIN stamp is used and effective feedback and Next Steps are given.</p> <p>Sufficient time is given to complete Next Steps in subsequent lessons</p>	Every two weeks
Head of Faculty	To ensure that all staff are following the policy and that effective feedback is given.	<p>Learning Walks, Book trawls. Faculty Meetings. Typicality review Formal Observations</p>
SLT	<p>To ensure that the Head of Faculty is monitoring and evaluating marking and feedback in their department.</p> <p>To ensure that all staff are following the policy and that effective feedback is given.</p>	<p>Through learning walks. Book collections. Faculty Meetings. Typicality. Formal Observations. Cluster Meetings</p>

Associated Policies:

Capability and Appraisal of Staff

Teacher Appraisal

SEND

Literacy

Pupil Premium

Home Learning

Curriculum

Pastoral

EAL