



# MARKING AND FEEDBACK POLICY

## 2025-26

Potter Street Academy  
Part of the Passmores Co-operative Learning Community

## **PCLC Position Statement**

All PCLC schools have an approach that is based on the following key principles:

- Our unconditional positive regard ensures that every young person is highly valued and expected to achieve their potential;
- every young person has the right to be successful and has ability to achieve, no matter what their socio-economic background;
- there is no limit to achievement – intelligence can be developed;
- each student must know what to do in order to improve and how to do it, high expectations
- on their own are not enough;
- consistency of experience is fundamental; each school is a team and consistency makes us
- greater than the sum of our parts;
- employment opportunities in PCLC schools should allow all colleagues to inspire a love for learning; not simply process and record what we find.

By ensuring all of actions and decisions adhere to these principles our community members:

- are highly valued and expected to achieve their full potential, no matter what their
- socio-economic background;
- benefit from an inclusive ethos, excellent teaching and a broad and balanced curriculum underpinned by strong leadership, in a local school;
- are supported and encouraged to lead healthy and active lives making sensible choices,
- whilst respecting the views and attitudes of others.

# Marking and Feedback Policy

## 1 Introduction

Marking and Feedback is an essential part of planning, teaching, learning and assessment. It should respond to children's work through constructive comments that acknowledge pupils' achievements, as well as encourage positive attitudes and learning behaviours leading to improved standards.

Effective marking allows for self-assessment, where the child can recognise the next steps in their learning. It also encourages them to accept help from others.

At Potter Street Academy we aim to mark positively whenever possible to enhance self-esteem and confidence.

Effective marking should:

- Evaluate and assess children's learning
- Tell pupils how well they are doing
- Teach pupils what they need to do to improve
- Leave pupils with action points
- Show them their work is valued
- Establish continuity in comments from one piece of work to the next
- Be consistent across the school
- Inform future planning and learning

## 2 Responsibilities

### 2.1 The Headteacher/Senior Leadership will:

- Monitor marking and feedback through children's work and discussion with children.
- Support staff feedback in order to raise standards.
- Ensure that marking and feedback is manageable for teachers and staff.
- Involve all adults working with children in the classroom in implementing policy.

### 3.2 Teachers will:

Ensure that marking and feedback will:

1. Give recognition and appropriate praise for achievement;
2. Allow specific time for children to read, reflect and respond to marking, so that they become aware of and reflect on their own learning needs;
3. Give clear strategies for improvement;
4. Respond to individual learning needs, live marking with some and at a distance, or providing opportunities for independent and peer marking for others;
5. Use assessment and marking to inform future planning and individual target setting.

### **3.3 Teaching and Learning Support Staff will:**

- Ensure that they are aware of the school's marking policy and check with the teacher about the appropriateness of marking and feedback in their lessons.
- Ensure that the teacher is made aware of any difficulties and successes that a child may have.
- Use knowledge of how children responded in order to assist in the planning of the next lesson.

### **3.4 Parents will be:**

- Encouraged to take an interest in the progress of their children and to contact the teacher if they have any concerns about their child's learning;
- Encouraged to understand how marking and feedback can be used as a tool for learning and improvement;
- Encouraged to understand that their child's developing independence and responsibility for their learning are enhanced through opportunities to review, consider and edit their work whilst it is still relevant and current.

## **4 Forms of Marking and Feedback**

At Potter Street Academy we recognise that a variety of marking strategies should be used on a daily basis to support the learning of our children. All comments made by staff are expected to be written in a neat legible handwriting style, modelling the schools adopted continuous cursive style or cursive style in EYFS and early year one.

**4.1 Verbal Feedback** Potter Street Academy recognises the importance of children receiving regular oral feedback. Adults talk to children about how they have met the learning objective and their success criteria. Through discussion, teachers will correct any misunderstandings and extend learning by giving next steps advice. Children of all ages need verbal feedback at times, but this is particularly important in the early years, Y1 and for some pupils who are unable to read a written comment. Verbal feedback will be written in the child's book.

**4.2 Acknowledgement Marking** – All written work should be acknowledged by a tick at a minimum and adults could use short phrases to acknowledge an aspect of work or effort – eg great story, super handwriting, excellent effort or use a smiley face symbol.

**4.3 Self Marking** – At times, children are given the opportunity to mark, correct and edit (using editing and redrafting document for writing) their own work. This is usually in response to *Success Criteria* or actual answers given by the teacher or teaching assistant.

**4.4 Peer Marking** – Children are asked to mark the work of another class member in pencil as part of effective teaching and learning practice. They do this against the '*Success Criteria*' set out for the lesson. Children will be encouraged to write a 'constructive comment' as to how the work could be improved. Children should do this in pairs so that the author has ownership of the work.

**4.5 Next Step Marking and Feedback** -This is carried out by the teacher or other adult. It should be of the highest quality and, to be effective, should include these elements:

1. positive comments about what the learner has done well, focusing on the learning expectations for a particular piece of work.

2. A brief indication of how improvement can be made with a next step activity using a next step mark. The purpose of a next steps activity is:

- To Remind
- To Extend
- To Support
- To Practise

Examples of next step activities:

- A simple reminder of what could be improved; e.g. *'What else could you say here? Can you think of a better word for bad?'*
- Provide some support, e.g. *'What was the dog's tail doing?'*, or *'Describe the expression on the girl's face.'*
- Extend thinking, e.g. *'Write a word problem using this calculation'*
- A choice of actual words or phrases, e.g. *'Choose one of these: The worried man ran headlong down the deserted street; Anxiously, the man careered down the empty streets.'*
- Practice a skill: *'Write three sentences with an adverb from the list'*

Time will be planned for the children to read comments and act upon them.

## 5. Marking within subjects

### 5.1 English, Mathematics

- Each child will have one piece of work marked each week giving detailed feedback to the child and a next steps activity for children to complete. This may increase in a specific writing week within a Literacy unit where children will need to improve aspects of their writing before completing an independent piece of writing at the end of the unit – hot piece.
- All written work will at least be ticked to recognise the work
- In KS1 and KS2, English work needs to be marked referencing success criteria grid (and/or one plan/EHCP targets) – see appendix for examples. This will support adults and children to focus on aspects of work that are or are not evident in their writing that need addressing and will support next step marking and teaching.
- Spelling mistakes need to be identified in all written work (including maths) and opportunities given for children to correct spellings. Spellings that are identified should link to common exception words and subject specific vocabulary.
- Calculation mistakes in maths should be identified with a dot. Mistakes identified need to be addressed within the lesson or as part of a next step.

## **5.2 Science**

- All Science written work should have at least a tick to acknowledge the work or an acknowledgement sentence/ short phrase or symbol eg smiley face to recognise the work a child has done.
- Next steps marking should take place twice within the unit.

## **5.3 Topic and RE (KS2)**

Some subjects are difficult to mark due to their practical nature; but

- All written work should have a tick to indicate that recorded work has been seen.
- Spelling and year group appropriate punctuation mistakes need to be identified in all written work and opportunities given for children to correct spellings. Spellings that are identified should link to common exception words and subject specific vocabulary.

## **6. Marking and feedback in the Foundation Stage:**

Marking and feedback in the Early Years Foundation Stage will be in response to observation of children's learning. Therefore, it will be more heavily weighted towards verbal feedback and staff discussion. Appropriate methods for marking and feedback in the EYFS are:

- Regular praise and encouragement
- Adults talking to children individually about their achievements and how to develop their skills further
- Group time where children talk with their peers and teacher about their learning
- Annotation of photographic evidence
- Simple images as reminders or rewards e.g. a smiley face, a stamp to indicate next step to develop in next piece of writing/number work
- School reward system to celebrate their achievements – stickers and house points.

## **7 Moderation**

Opportunities for work to be marked with other teachers will be provided as necessary to develop consistency of expectations and moderation of standards.

## **8 Monitoring and Evaluation**

Each term, the Leadership Team will discuss samples of work with the class teacher to monitor the implementation of this policy. An analysis will be made and feedback given to staff.

The desired outcomes for this policy are improvement in children's learning and greater clarity amongst children and parents concerning children's achievements and progress.

The performance indicators could be:



- An improvement in children's attainment,
- Teacher testimony concerning the usefulness and manageability of the marking system.
- Consistency in teacher's marking across the school.
- An awareness on the part of the pupils of what is expected of them.
- Improved presentation


Marking icons and stamps will be shared with all pupils.

# APPENDIX



# Agreed Actions, Abbreviations and Stamps




## 1 Agreed Actions

	Teachers will use blue to mark children's work.
	Y1 – Y6 pupils will edit their work in green pen or pencil.

	Peer marking should be in pencil and initials indicated by the peer marker.
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



















































































## 2 Abbreviations

	Symbol
Verbal feedback With short explanation of VF	
Supported work	WS
Word omitted	
Spelling mistakes underlined (straight line)	<u>thay</u>

	Symbol
Independent work	
New paragraph needed	
Something done well e.g. good sentences punctuation, vocabulary=double tick	
Sp- Spelling T- Tense P- Punctuation Aa- Capital letters	

### 3 Success criteria grid examples

#### Year One and SEND

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An example for narrative writing

Genre Aspects	Tick or dot	Sentence/ punctuation and grammar aspects	Tick or dot
Setting description		Use subordinate clauses in complex sentences	
Character description		Fronted adverbials	
Exciting story language and vocabulary appropriate to narrative		Inverted commas and other speech punctuation	
Interaction between characters – eg dialogue		Conjunctions when, if, because, although	
Story structured to include an effective ending		Adverbs and connectives to hold text together	
Ed sentences – writing style/build an image		Link ideas within a paragraph or section using nouns and connectives	

Example of Success Criteria for Years 2- 6

Updated October 2025  
Reviewed October 2026

4	What my teacher thinks	What I think	My examples from my written piece to support what I think:
Use capital letters, full stops, question marks, commas for lists and apostrophes for contraction mostly correctly.			
In non-narrative writing, use simple devices to structure the writing and support the reader (e.g. headings, sub-headings)			
Use adverbs -ly words correctly.			
Use co-ordinating ( e.g. or/and/but) and subordination conjunctions( e.g. when/if/that/because) to join clauses.			
Use the past and present tense correctly			
Spell correctly most words from the year 2 spelling list,			
Write with joined handwriting.			
• Use Paragraphs to organise and link ideas.			
• Make improvements to work for vocabulary, grammar and spelling.			
• Use subordinating conjunctions to extend ( when, if, because, although, despite, since)			
• Use fronted adverbials and adverbs			
• Use subordinate clauses to write complex sentences.			
• Use inverted commas and other speech punctuation.			
• Spelling Y3/4 words			
• Write neatly with joined handwriting.			
• Use exciting and interesting vocabulary appropriate to the text type.			
Use pronouns and nouns appropriately			
• Write complex expanded noun phrases.			
• Use apostrophe correctly got plural and possessive s			
• Use commas to mark fronted adverbials			
• Use etymology ( meaning of words) to help spelling			
• Spell common homophones correctly.			

Main Pedagogic Stamps

Years R-1



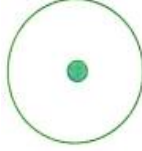
Remember  
finger spaces



Listen for  
sounds.



Check  
spellings



Missing  
Full Stops



Check your  
pencil grip.



Handwriting  
Ascenders  
and  
descenders!



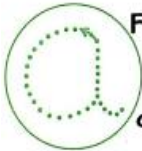
Missing  
capital  
letters



Target  
reached.



Look  
carefully,  
does it make  
sense?



Form your  
letters  
carefully.



Great  
ideas!



Capital I