“Learning Together, Growing Together, Succeeding Together”

# Marking & Presentation Policy

**September 2025**

## Micklehurst All Saints CE Primary School Aims:

- To help children develop a sense of respect for themselves and others
- To ensure a secure, caring and supportive environment
- To provide an atmosphere of trust co-operation and understanding between home, school and the community
- For all children to be happy, enquiring and motivated learners
- To inspire a love for learning
- To develop Christian values
- To nurture self respect and respect for others
- To celebrate achievement

## Our Vision Statement

Our roots are firmly anchored in Christian values to enable children to grow and blossom.

***'Micklehurst All Saints is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.***

## Statement of Intent

At Micklehurst All Saints CE Primary School, we want children to be proud of their work. They should be encouraged to present their work to the highest possible standard, at all times. We believe that work should be marked carefully and consistently to further a child's development in any curriculum area.

The aims of this Marking and Presentation Policy and accompanying guidelines have been devised to:

- ensure that we have consistency, continuity and progression throughout the school
- help teachers and pupils in the process of continual assessment
- utilise marking and assessment to inform future curriculum planning
- utilise marking and assessment to set future targets for pupils
- encourage pupils to develop their own assessment skills by providing clear success criteria and time to edit work
- time is given to edit and uplevel work as necessary
- recognise and value pupils' work
- recognise and reward excellent work, measured against learning objectives, by the use of stickers, stamps, dojos etc.
- encourage pupils to present their work in a clear and methodical way
- ensure that pupils have a sense of pride in the work they produce

## Equal Opportunities and Special Needs

Pupils' work and efforts will be marked using a consistent standard of criteria regardless of their race, class or gender, but specific to their needs. An individual's ability and understanding will determine the basis of evaluation and identify targets related to curriculum development needs. The needs of the children should be taken into consideration, e.g. visually impaired or dyspraxic children.

## Reasons for Marking

At Micklehurst All Saints we mark for the following reasons:

- To offer praise and reward effort
- To offer encouragement
- To check understanding
- To move children forward
- To inform staff and pupils of next steps in learning (AfL)
- To clarify misconceptions
- To inform pupils of progress and achievement
- To recognise improvement and effort
- To amend or model

**Marking Guidelines and Procedures**

- Work should be marked before the next lesson
- Maths and English books should be marked after every daily session. TAs can support the marking of Maths books and their group's English books with guidance from the teacher
- Where pupils have used the iPad to complete their work, it is annotated as necessary by the teacher or the teacher will leave a verbal or written comment in their Seesaw journal
- Children may mark each other's or their own work as appropriate using purple pen or pencil crayon. Teachers will check work and circle 'Ach' in pink if the objective has been achieved
- KS1 pupils need immediate feedback if possible. This may often be verbal in Y1 and marked with VF in books
- EYFS will have verbal feedback apart from for staff assessment. In English a stamp or achieved (Ach) will reference whether the WALT has been achieved
- KS1/2 marking will focus on effort, success criteria (WILF) and learning objectives (WALT)
- Staff to write in a different colour from the child – Pink (tickled pink) to show good work and green (green for growth) to show work that needs improvement
- Note should be taken of any absence
- Note should be made when practical/creative work has taken place or a child is out in a support group
- Photographs must be accompanied by date, WALT and appropriate comment as necessary
- Note should be made whether work was supported
- If a pupil has made constant errors (particularly in Maths) marking should stop after about 5 errors and written/verbal comment made about the need to revisit the topic/concept
- In English pieces, there may be more emphasis on the children re-drafting their work and correcting spelling/grammatical errors using a purple pen.
- Stickers, stamps and dojos should be used for encouragement whenever possible
- Next steps should be included within green comments
- Marking should be positive and use dots instead of crosses
- Editing time will be given as necessary and pupils will be given time to improve their work/respond to teacher's marking
- Edits will be acknowledged by a tick, comment or initials.
- Verbal feedback will be given where necessary

**Presentation Guidelines and Procedures**

**General**

- Handwriting should always be of a high standard and reminders given if not
- All drawings should be in pencil
- All lines should be drawn with a ruler unless in Art work
- All dates, titles and objectives should be underlined in KS 2
- Ball point pens should not be used unless it is the purple pen
- Left-handed pupils need to be given appropriate pens whenever possible and if necessary
- Pupils reaching the expected standard of handwriting should be allowed to use a school handwriting pen.

## English

- All work in books should be dated using the full date (e.g. Monday, 1st September) on the left-hand side of the page. In Year 1, pupils will be encouraged to write the days of the week followed by the short date and build up to writing the full date throughout the year as appropriate
- All work written in books should have a learning objective written (WALT)
- A line should be left between the date, learning objective and start of work
- Success Criteria is shared with the children in each lesson
- Any numbering should be written in the margin
- Editing will be completed in a purple pen
- Agreed marking symbols are used as per this policy
- An indication that a child has achieved the learning objective will be shown by Achieved (Ach), Mostly Achieved (MA) and Working Towards (WT)

## Mathematics

- Pupils **always** write in pencil
- Work should be dated using the short date (e.g. 01/09/09) on the left-hand side of the page
- In KS1 and KS2, work must have a date and a WALT
- Corrections will be marked with a green dot and then corrections will be completed at the side of the original answer in a purple pen/pencil. The original answer should not be rubbed out or changed. The correction is then ticked
- Books with decreasing sized squares will be used throughout school unless it is a SEND requirement
- Each square has just one digit in it
- A square should be left between each calculation
- Decimal points will sit on the line

## Worksheets

- All sheets must be dated
- All sheets must be named and have a WALT
- Sheets should be stuck into the appropriate book or folder where relevant

## Marking Code for Written Work

The following marks will be in **green pen**.

**~** Spelling mistake, used sparingly and corrected in the margin if appropriate

**0** Punctuation mark or capital letter omitted/misused

**_** Grammatical error

// New paragraph needed

**^** Word or phrase omitted

✓ ✓ In pink shows work has good use of adventurous vocabulary

✓ ✓ In pink shows evidence of good work, sentence structure or SPG

The following code will be used next to the WALT/Learning Objective

ACH shows learning objectives have been achieved

MA shows the objective has been mostly achieved

WTS shows that progress has been made towards achieving the objective

A clear success criteria will be shared at the start of each lesson and either stuck in pupil's books or displayed on the IWB.

**Marking Code for Maths**

- (Green) Calculation is incorrect and needs correcting
- (Pink) Calculation is correct and has been marked by the teacher
- (Purple) Calculation has been corrected by the pupil

The following code will be used next to the WALT/Learning Objective

ACH shows learning objectives have been achieved

MA shows the objective has been mostly achieved

WTS shows that progress has been made towards achieving the objective

A stamp/sticker/Dojo point will be awarded as necessary

**Marking Code for RE, Science, History and Geography**

For these subjects, we will use pink and green for marking. Green will focus upon spelling and grammatical errors. Comments and questions for further learning will be used as appropriate, and the agreed code will be used to identify success against the learning objective/WALT.

In RE, a pink comment will be used, where necessary, to identify successful work. Green comments will be used appropriately, within some pieces, to prompt further reflection.

**The following will be used to indicate how a child has worked:**

S Supported

I Independent

**Peer and Self-Assessment**

Staff use peer assessment as part of their marking and assessment procedures as appropriate. They use a variety of strategies with the children:

- Thumbs up/thumbs down
- Verbal feedback
- Plickers App
- The children may also assess their own or others work

This policy was devised through a series of staff consultations and workshop meetings. It will be reviewed annually and in relation to staff's work life balance/mental health and wellbeing.

**Other Marking**

Guided Reading, Spellings, Grammar, Phonics and Handwriting will be marked with a tick and/or stamp. Green comments will be used for corrections.

**Marking of Homework**

Comments will be reflective of the effort put into the work by the pupil. Dojos and stamps will be awarded.