

# **HOLY FAMILY PRIMARY AND NURSERY SCHOOL**

## **MARKING POLICY**

Marking is an important component of the learning process because how a teacher responds to a child's work can have a significant influence on the attitude and morale of the child. Recognising this, we see as central to our policy, the importance of being positive and looking for opportunities to encourage the children.

### **AIMS**

- (a) To ensure that children are supported and directed in their learning.
- (b) To ensure that there is a consistent approach to marking throughout the school.
- (c) To assist the monitoring and evaluation process within school.
- (d) To encourage, reward and promote pupils' efforts by providing an audience for their work.
- (e) To inform parents on a regular basis of pupils' work and to encourage their participation in their child's education.

### **PRACTICE**

1. Work should be marked as soon as possible after it has been completed.
2. If possible work should be marked in the presence of the child.
3. When appropriate work can be marked by the pupil. It can be checked later by the teacher.
4. When marking, always keep in mind the ability of the pupil.
5. Avoid overcorrecting work as this can discourage the pupil.
6. Focus in on what the purpose of the lesson is e.g. if the pupil is completing a lesson on how to use were/where/wear, then these points should be central to your marking. Bear in mind also that you will vary your approach to suit the various areas of the curriculum.
7. Poorly presented work should be commented upon and directions given as to how/where to improve. When appropriate, poorly presented work should be repeated.
8. Praise must be earned or otherwise it is devalued.
9. Praise effort as well as attainment. Give written and verbal praise whenever possible.
10. Common, widespread grammatical errors should form the basis of a future lesson.

11. Common spelling mistakes should be incorporated into relevant curricular areas.

12. When the pupil produces a final draft, little or no correction should be required.

### **CURRICULAR AREAS**

It is recognised that the nature of marking will vary depending on task and curricular area. Teachers should follow the guidelines outlined above when marking in the various curricular areas but amend to fit the purpose of the marking.

It is also beneficial to indicate to pupils what the focus of the marking will be, prior to the commencement of an activity.

### **MONITORING AND EVALUATION**

The monitoring and evaluation of this policy will be undertaken by the principal, vice-principals, assessment co-ordinator and curriculum co-ordinators. This will be completed as part of the ongoing monitoring and evaluation of the curriculum. c.f. monitoring of marking proforma for English, Mathematics and Science.

### **REVIEW**

This policy will be reviewed regularly. The responsibility for the review rests with assessment co-ordinator, assessment cluster group and principal. The next review will occur in May 2008.