



Pinfold Primary Forest School Presentation and Marking

Head: Claire Gagigo
Chair: Sue Kenny
Review date: April 2024

Curriculum Intent Statement:

We believe children have an unlimited capacity for learning and personal success: our challenging and inspiring 'Faraway Curriculum' will create independent, critical thinkers, confident, responsible and caring; high reaching learners, who can see the magic in our world. They will gain the skills, knowledge and strength of character to be able to keep themselves and others safe and happy, challenge discrimination and make our world a better place.

Presentation and Marking

At Pinfold we have high expectations in presentation from our children. We want to instil a feeling of pride and accomplishment into every lesson. Furthermore, we ensure our marking policy outlines ways in which to support the children in moving forward with their progress.

What we expect:

Marking:

Live marking is encouraged throughout the lesson in order to identify misconceptions immediately.

- Marking to be done in **green pen** by all staff.
- Purple pen to be used to denote refine and polish work.
- Punctuation should be corrected at the correct point in the text.
- Individual words should be corrected in the margin
- Phrases and sentences should be added at the end of the piece
- If spellings are given by an adult they should be placed at bottom of the page.
- Purple pen tips should retain the same expectation of handwriting and presentation as all other work.
- Children should not self-mark in any books, other than mathematics, at this stage.
- Teaching Assistants may mark work – however it is expected that the teacher will check every piece to ensure accuracy and standards.

Presentation:

- Date written on top line – left hand side.
- **Blue pen** should be used by children, who have achieved their pen licence. Pen Licences can be awarded to children at teacher request.
- Long date for all subjects except mathematics.
- The date should be underlined in pencil using a ruler.
- Capital letters should not be 'oversized' in relation to the child's handwriting.
- Margins must be drawn neatly.
- All lines must be drawn using a ruler.
- Children must not write on the cover pages of any book.



- Corrections should not be rubbed out. A ruler line should be placed through the middle of refined work to be removed. It is often good to see the journey and thought processes with revision and mistakes being key to this.
- All books must have a cover sticker with each child's forename and surname, year group and the subject.

Presentation in Mathematics:

- Mathematics should use a eight figure date e.g. 03/02/2023.
- One number for one box in mathematics books.
- Guided Learning in mathematics to be denoted with w/s (with support).
- Independent work in mathematics should be denoted by I (independent).
- Handwriting in mathematics books should be 'as normal' and not be one letter per box.
- Self-marking in mathematics should be via purple pen.
- Pencil and ruler should be used for all drawings, lines in work and in mathematics books.

Planning Mats and Learning Objectives:

- In KS1/EYFS LOs are on the Planning Mats, presented by teacher, but not recorded.
- In KS2, LOs (Learning Objectives) to be recorded, where appropriate.
- All new units and themes are preceded by the placing of a relevant curriculum mat into the children's books.

MARKING NOTES

Acknowledgement Marking: Marking for compliance, learning objective achievement & rewards. Acknowledged with a tick. A very short positive, encouraging comment e.g. Great work! I am really impressed! Outstanding! Acknowledgement marking does not require a response from the child.

Verbal Marking: Verbal feedback can be given to support the child with misunderstanding, in this instance it should be recorded as VF and impact should be visible, or VP Verbal Prompt.

Action Marking: Action marking requires a response from an individual and is designed to delve deeper into children's knowledge and move learning forward. Children recognise action marking which is denoted with green pen. Children should respond accordingly in purple pen. A response may require an acknowledgment.

ACTION MARKING FOR WRITING

We promote writing across the curriculum and consequently have devised our own action marking codes specifically for this purpose.

Code	Meaning
Pink	Related to LO/success
Green	What needs to be changed/fixed or challenged- Action marking
Yellow	Wrote a Common Exception Word
VF	Verbal Feedback
VP	Verbal Prompt
WS	With Support
I	Independent
-----	Spelling Error
√	Acknowledgement Marking
Purple Pen	Child uses this to make their response

BOOK LIST



English Books – Blue
Phonics/Spelling Book – KS1/KS2
Homework Books

Mathematics Books – Red
Reading Records

Science – Green
Topic – Orange