THE DEAN TRUST
Believe Achieve Succeed

MARKING & FEEDBACK POLICY

Using Google Classroom – Remote Learning

This policy complements the Teaching and Learning Policy at The Dean Trust. It is a vital component in maximising the full learning potential of all our pupils.

The aim of Feedback and Marking is to lead to improvement in pupils' understanding and work.

Non-negotiable Procedures for Marking on Google Classroom

- All marking is to be carried out on Google classroom - you will sign each piece you have marked with your name (i.e. Mr Smith) this can be done by all staff.
- All pupil feedback and response will be expected on Google classroom.
- Marking is to be completed by all staff who support the class.
- Wherever possible, pupils should be involved in feedback and marking practices encouraging a dialogue for learning between pupils and adults.
- At least 2 English, 2 Maths and 2 Whole-class Reading pieces per week as well as 2 of your project lessons to mark per week will require detailed marking. In other lessons, please acknowledge you have received it by returning to pupils and leaving short 'Private Comments' or a 'Mote – Verbal Comment'.
- All adults working with pupils should give feedback on their learning. – Teachers are to select work for other teaching staff to mark whether in school or able to access at home. For instance, guided reading to be marked by teacher, Maths by TA etc.
- The manner in which feedback is given should reflect the positive, but rigorous, learning culture of the school.
- Pupils should be given opportunities to respond to marking and feedback as soon as possible after it has been given - this can be done via private comment section on google classroom or on their uploaded google document. If paper-based (or photograph) learning has been uploaded, a private comment to the pupil with suggested improvements is a positive way to respond quickly and efficiently. Sections of the document can be highlighted with a specific comment as a way to focus feedback. This will then comply with the Next Steps / verbal feedback section of the marking and feedback policy. This isn't necessary for every piece of work. Please see appendix 1.
- Feedback and marking should predominantly focus on the learning objective, success criteria and differentiated expectations. However, spelling, grammar and

presentation should also be commented on, as appropriate, according to the pupils' age-related expectations. Please see Appendix 2.

- This includes high frequency words, common exception words and spelling patterns that have been taught should be corrected according to the standard of attainment that the pupil is working at. These should be corrected with the SP symbol. There should be a maximum of 3 spelling corrections per piece of work.
- Feedback and marking will also provide positive feedback and promote high expectations and engagement in learning. Appendix 3.

Pupils in School

- **Oral feedback (pupils in school)** – given by an adult in the presence of the pupil or group of pupils. This may happen whilst the pupils are working or after the learning has taken place.
- **On the spot feedback (pupils in school)** – this can take the form of oral feedback and is given during learning time in the presence of the pupil and can be recorded onto google classroom via private message by staff.
- **When appropriate**, pupils will be given time to respond to any improvement comments in their work.

Distance marking – this is not taking place following guidance from DK regarding marking books.

Self–assessment and evaluation – pupils are given the opportunity to reflect on their own learning; identify progress towards success criteria/targets etc and identify areas for improvement (pupils can edit their original Google document and 'turn it in' back into the teacher, or think reflectively on how to improve upon their next piece of work).

Teacher / Teaching Staff Expectations

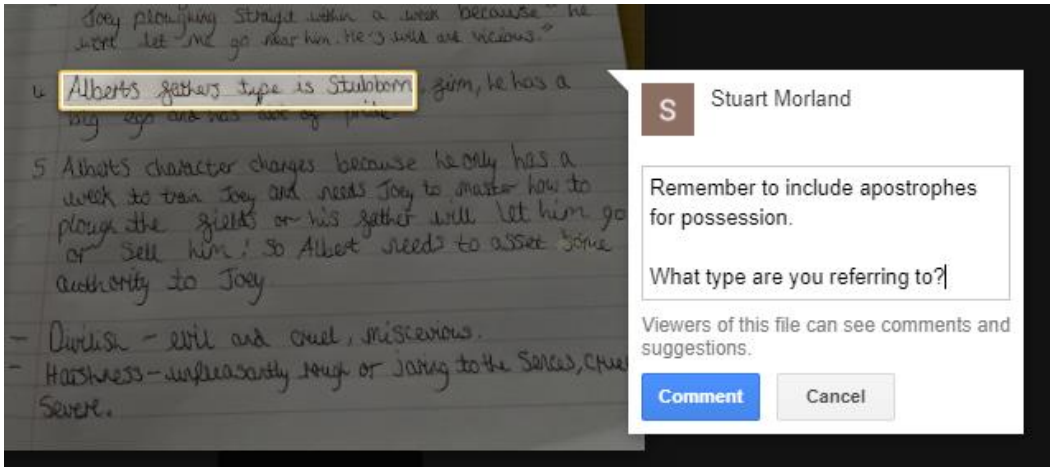
Marking should not be onerous for staff or your wellbeing

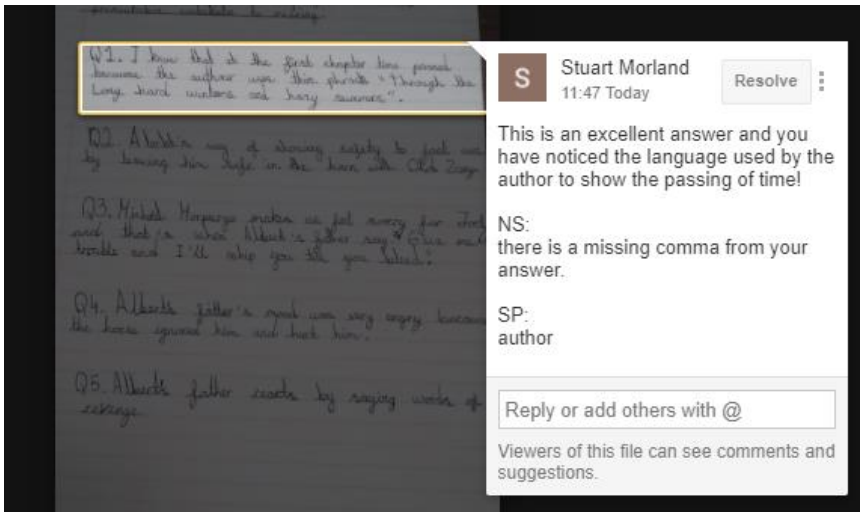
If you are on rota to be in school, we do not expect you to feedback to pupils work on Google Classroom unless you feel it is absolutely necessary.

Do not give the work a mark out of 100. This is unnecessary. Remove the marking element of Google Classroom.

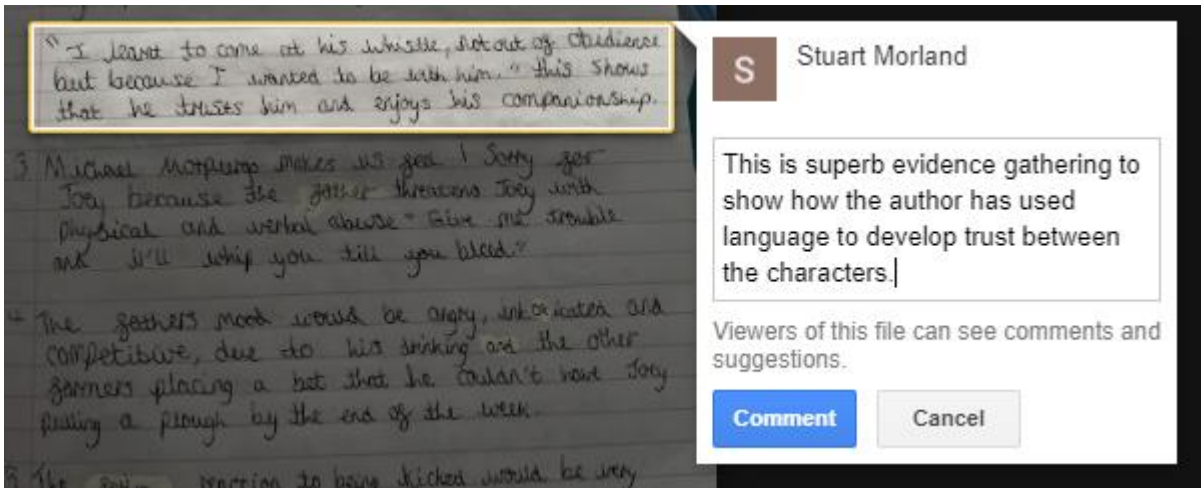
Appendices

1. Adding Next Steps / Verbal Feedback

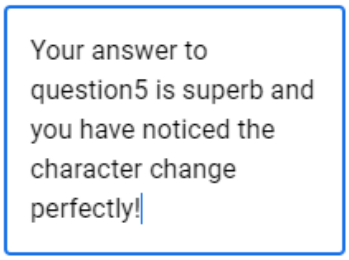
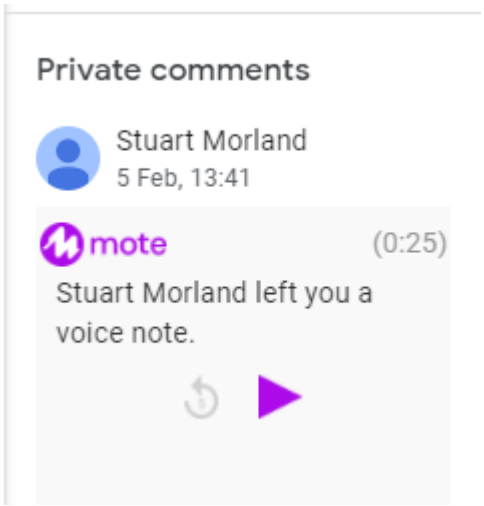




2. Feedback linking to L.O



3. Short, positive praise (private comment)



This can also be in the form of a Mote message which speaks directly to the child and you can bring up next steps and praise in this way rather than typing.