

GREAT SANKEY PRIMARY SCHOOL



Together We Learn and Grow

FEEDBACK POLICY SEPTEMBER 2023

| Version | Date | Action |
|---------|-------------------------|--|
| 1 | July 2016 for Sept 2016 | Review and amendments made to policy, adopted by Governors during Summer gobs 2016. |
| 2 | March 2017 | Policy reviewed and amendments made in consultation with SLT & workforce reform doc. |
| 3 | Jan 2018 | Policy reviewed as a whole staff and amendments made in consultation with SLT. |
| 4 | Oct 2018 | Policy reviewed by SLT in consultation with staff. |
| 5. | Sept 2019 | Reviewed and updated in consultation with staff. |
| 6. | Sept 2020 | Reviewed and updated in consultation with staff. |
| 7. | Sept 2021 | Reviewed and updated following COVID and CPD in consultation with SLT and staff. Amendments made to provide further guidance around 'Live Marking' / Conferencing. |
| 8. | Sept 2022 | Policy Reviewed following consultation with staff meeting in Autumn term. |
| 9. | Sept 2023 | Policy Reviewed – staff consultation to take place during Autumn of 2023. |

Introduction

At Great Sankey Primary we want all children to develop positive attitudes to their learning. The way in which teachers give feedback is central in enabling children to make improvements and develop their skills further to make good or better progress. It can inspire, develop self-esteem and confidence.

Much educational research identifies that effective feedback is a hugely powerful factor in improving learning and progress. It has shown that following effective feedback, the speed of learning doubles.

'It (feedback) should aim towards (and be capable of producing) improvement in students' learning. Feedback redirects or refocuses either the teacher's or the learner's actions to achieve a goal, by aligning effort and activity with an outcome.'

EEF Feedback study

Marking and feedback should always be **meaningful, manageable** and **motivating**. Quality feedback not only encourages the children to work hard and develop, it also enables teachers to focus on how to improve the learning of the individual children and supports in their planning and delivery.

Guidance within this policy focusses on the feedback which promotes progress and provides standardisation and consistency of practice throughout our school, promoting self-esteem and helping children to value their own work. The implementation of this policy is the responsibility of all staff.

Rationale

Feedback is a central part of a teacher's role and can be integral to progress and attainment. Research suggests that providing feedback is one of the most effective and cost-effective ways of improving children's learning. The studies of feedback reviewed by the EEF, found on average the provision of high-quality feedback leads to significant progress over the course of a year.

Through careful feedback, we are able to assess what children have learnt, how they have learnt and what their strengths and areas for development are. Responding to children's work, through constructive feedback acknowledges achievement, promotes positive attitudes and behaviour and leads to an improvement in standards.

All responses to children's work, whether written, verbal or physical, should motivate children to learn and progress to the full extent of their individual capability. We aim to mark positively to raise self-esteem, but also recognise that it is not always helpful to be over effusive as this does not move the learning on. We also allow for self and peer-assessment where the child can recognise their strengths, difficulties and mistakes and accept guidance from their peers. At Great Sankey Primary School, we aim to provide a feedback system that is caring, positive, consistent and continuous across each year group.

Our main purpose is to ultimately have a positive impact on learning and progress for all our children.

Aims of Feedback

Feedback can take different forms: verbal, peer, self, group, or teacher marking. Great teachers use a combination of these, choosing the best form as appropriate to the learning. The best feedback, whether it is written or verbal, will give children a clear sense of how they can improve, with students responding and making progress as a result.

At Great Sankey Primary, we believe that the purposes of feedback and marking are:

- To help children make progress
- To provide strategies for children to improve
- To give children dedicated time to reflect upon their learning and put in effort to make improvements
- To inform our planning and structure the next phase of learning
- To provide information for assessment that measures understanding, learning and progress
- To encourage a dialogue to develop between child and teacher
- To encourage children to have a sense of pride in their presentation of work and promote high standards and show them their work is valued
- To correct mistakes, with a focus on literacy/vocabulary skills
- To have a consistent approach across the school

Principles

Great Sankey Primary School's feedback policy aims to promote consistent and high standards of feedback. There must be a commonality of approach to ensure that in all subjects, across all attainment ranges, children are given the same opportunities to maximise their learning and achievement. The general principles are:

- Feedback should be timely and respond to the needs of the individual child so that they can actively engage with the feedback
- A time for dialogue between teacher and child should be allocated. When marked books are returned to children it is essential to allow time for the child to read the comments and engage with the feedback when necessary, however the most effective feedback should be at the point of learning and is often verbal.
- Feedback is a part of the school's wider assessment processes which aims to provide an appropriate level of challenge to children in lessons, allowing them to make good progress
- Where appropriate, children should be encouraged to assess their own work against the learning objectives and success criteria
- Peer, group and self-feedback is a valuable tool for learning that should occur regularly where appropriate to the child's age and ability, but it needs to be well structured by the teacher
- Teachers should plan to provide a greater volume of feedback on extended pieces of writing. There should be one piece of detailed feedback per unit as the agreed maximum. When a child receives written feedback on an identified key piece of work, there is an expectation that they will reflect and act on feedback using the 'purple pen' approach
- Teachers will use the class visualiser, where appropriate, in order to demonstrate using pieces of pupils' work how further progress can be made in a lesson, pupils will be able to improve their own work accordingly acting on the advice and modelling from the teacher.
- In order for quality teacher feedback to take place, not all classwork will be marked by the teacher. Self and peer assessment is acceptable, providing the accuracy is checked and acknowledged by the teacher afterwards when taking in the books.
- Eliminating unnecessary workload will be at the forefront of any decisions related to marking and feedback and live marking is encouraged to provide feedback to pupils during lesson time.

Forms of Feedback

At GSP we recognise that a variety of feedback strategies should be used on a daily basis to support the learning of our children. All written comments made by staff are expected to be neat and legible, setting the standard for presentation for pupils.

Verbal Feedback & Live 'Dot' Marking :

Adults talk to children about how they have met the learning intention 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, but this is particularly important in the early years, Y1 and some SEN pupils who are unable to read a written comment. See appendix item for the five strands to effective 'conferencing' and live feedback within the lesson.

- Verbal feedback is the most frequent form of feedback
- It has immediacy and relevance as it leads to direct action from the child
- Verbal feedback may well be directed to individuals or groups; these may or may not be formally planned
- School based pupil voice conducted in 2019 showed that verbal feedback was highly valued by all cohorts, particularly lower ability learners.

Written feedback:

The frequency of each type of written feedback will vary between subjects and phases as some subjects that are more practical may well not have detailed written feedback.

Peer Feedback:

This is shown by research to be one of the most effective modes of feedback. Peer assessment should take place regularly across school but of course, should be adapted to reflect the age and ability of the children. This can take a written or verbal form (see Guide to Peer Assessment).

- Effective peer feedback is rigorously structured and modelled by the teacher
- Written peer feedback should be clearly indicated as 'Peer Feedback' e.g. 'peer marked by...'
- Verbal peer feedback can also be given as this can be more appropriate for younger pupils, but again must be modelled
- Children need to be well trained over time to effectively peer assess one another. This process will be clearly led by the subject teacher.

William Glasser's 95% rule applies;

'We learn...10% of what we read...20% of what we hear...30% of what we see...50% of what we see and hear...70% of what we discuss...80% of what we experience...95% of what we teach others.'

Self Feedback:

Akin to peer feedback, children need an explicit and clear structure to identify their learning needs. Children should be encouraged to edit and improve their own work before teacher marking, taking into consideration the age appropriate success criteria, and any previous next steps. There should be clear evidence that the children are 'working harder than the teacher' to improve their work.

Children should be given time to read and reflect upon feedback comments and respond to them accordingly using purple pen. Quality time will be given throughout the week to allow children to reflect and act on feedback. Staff must respond to acknowledge their further learning where appropriate.

Group feedback:

Group feedback, if delivered well, can be used to help children to reflect on their learning. Using clear guidelines, led by the teacher, children can self-assess their work. Group feedback, can significantly reduce teacher workload and if used well and appropriately be used as part of the 'purple pen reflection time.'

Marking Spelling

For children to take pride in their work they must realise that spelling, grammar and punctuation are not just important in English lessons but are essential for successful communication everywhere.

It is not expected that every single misspelt word is highlighted for correction as this can be demoralising. In order to decrease the amount of spelling errors, pupils should be encouraged to use word mats, working walls with relevant vocabulary displayed, 'Have a Go' pads as well as dictionaries (dependent on age and ability). Staff will identify age appropriate statutory words, taught spelling patterns, key curriculum vocabulary and words accessible to them in their learning environment within the piece and mark accordingly.

The marking of spelling throughout school is progressive and specific to individual children's ability and understanding. The process is as follows:

- The incorrect spelling is identified and corrected by the adult. The child then has to write the word correctly three times. *(This process is aimed at most Y1, some Y2 and some SEN pupils)*
- As the child becomes a more competent speller, the adult will indicate the misspelt word within the sentence, through the use of (Sp) symbol written above the incorrect word. The child will then need to independently access relevant resources in order to self-correct. *(This process is aimed at some Y2 and some SEN pupils)*
- With maturity, a developing understanding and experience as a writer, the adult will indicate that there is a misspelt word somewhere on that line by using (Sp) in the margin. *(This process is aimed at most LKS2 and some lower attaining / SEN pupils in UKS2)*
- The above will then be developed by the adult indicating one or more spellings are incorrect within the paragraph. *(This process is aimed at the majority of UKS2 pupils)*

Marking Punctuation

As with spelling, our approach to the marking of punctuation is progressive and specific to individual children's ability and understanding. Before handing in work for marking, children will be encouraged to self-edit punctuation in purple pen.

The process is as follows:

- The incorrect punctuation is ringed by the adult where it is needed in the sentence and the child corrects it. *(This process is aimed at most Y1, some Y2 and some SEN pupils)*
- As the child becomes more experienced in the use of punctuation, the adult will indicate the lack of punctuation within the sentence, through the use of the (P) symbol in the margin. This symbol can contain which punctuation type is missing eg a full stop within the circle if that is what is missing. *(This process is aimed at some Y2, most LKS2 and some lower attaining / SEN pupils in UKS2)*

- The above will then be developed, by the adult indicating one or more punctuation errors within the paragraph by using the **P** symbol only. *(This process is aimed at most UKS2 pupils. Those with SEN or those who are lower attaining may need more specific indicators within the symbol – see above statement).*

*** For moderated/independent pieces of writing, there will be an expectation that the child will independently seek to improve their spellings and punctuation using relevant resources, without adult intervention.**

Moderated pieces of writing

To ensure that the writing which is put forward for moderation at the end of each key stage is truly independent, pupils will be encouraged to edit and improve their own work and that of their peers (where appropriate) using any relevant materials on the working wall, in their books and on word mats. Once this process has been completed, the teacher must then acknowledge the effort put into the piece by writing a positive comment. If points for improvement are made in the teacher marking and acted upon by the pupil, these points cannot be deemed as truly independent. Where the piece of writing goes over into a series of lessons, it is expected that timely feedback is given.

Overview for Maths:

- Pencil is to always be used for mathematics work.
- For mathematics work, all children will write the digital date.
- Children from Y4 onwards will also write the date in Roman numerals.
- Date and learning objective (title) will be underlined.
- Children should use the 'one digit, one square' rule when completing mathematics work to ensure clear numbers and spacing.
- Mistakes are ideally to be crossed out with one line through, rather than the use of a rubber.
- Correct work to be acknowledged through a tick and / or a positive comment as highlighted in the marking code.
- Mistakes should be identified by dotting or circling, not by a cross and comments should offer support and teaching points.
- Reversed digits should always be identified.
- Place value mistakes should always be corrected.
- Technical vocabulary spelling errors should always be corrected (subtraction, addition etc).
- Nomination of units should be used (e.g. 45cm, 45kg).
- Neat presentation should always be encouraged and reflective in the handwriting and comments made by the teacher.

EYFS and feedback

In Nursery and Reception, the teachers focus on giving oral feedback to the children, they may also write a comment with the child. Marking is in green pen in line with the rest of the school. Staff annotate the work as part of the process of gathering information for EYFS. Staff pick up letter and number formation and misspelt high frequency words and address these with the pupil.

Monitoring

The SLT and curriculum leaders will ensure that these guidelines are being used consistently throughout school by carrying out regular monitoring. Occasionally this scrutiny may also be carried out through external monitoring. This is to ensure that feedback is having a positive impact on children's learning and the children are acting upon prompts. Feedback on the implementation of the policy will be given during staff meetings or with individual members of staff. The Governing Body will monitor the implementation of the policy.

Equal Opportunities

Great Sankey Primary School is committed to promoting equality of opportunity in all aspects of school life, based on the understanding that all people are different but equal. We seek to address any issues of race, gender, culture and religion.

Reviewing this policy.

This policy will be reviewed annually or as necessary.

Appendices

- *Teacher's & Children's marking code.*
- *Guide to peer assessment*
- *Guidelines for feedback incl interim guidance during Covid-19*

Great Sankey Primary School
Feedback Policy – Teachers’ Guide

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|---|--|
|  | <p>Next steps. Child should be given a challenge/ problem/question etc to further develop their understanding of the objective where appropriate. This can also indicate an area within the piece which needs addressing. This will not be used on every piece of work.</p> |
|  | <p>Child needed additional support beyond expected classroom guidance and that of their peers.</p> |
|  | <p>Child completed their task independently without any additional guidance and support. This is to be used on moderated pieces of work only.</p> |
|  | <p>House point is awarded for the piece of work.</p> |
|  | <p>This code will progressively be used to indicate spelling errors.</p> |
|  | <p>This code will be used progressively to indicate where punctuation is required or has been misused.</p> |
|  | <p>Line break. A new line or paragraph is needed.</p> |
|  | <p>The underlined part of the sentence doesn't make sense or is illegible. The child needs to independently edit and improve it.</p> |
|  | <p>This symbol may be used before a positive comment regarding the piece of work.</p> |

GSP Feedback Code



What I have done well.



I have spelt a word incorrectly and need to correct it.



I am missing punctuation or haven't used it correctly.



I need to go back and check my work makes sense on this line.



I need to use a new line or paragraph.



I have a challenge to answer or need to do something to improve my work.



I completed the piece of writing independently.



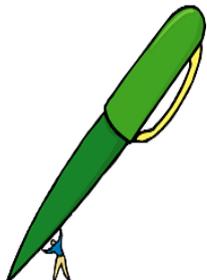
I had support to complete all or some of my work



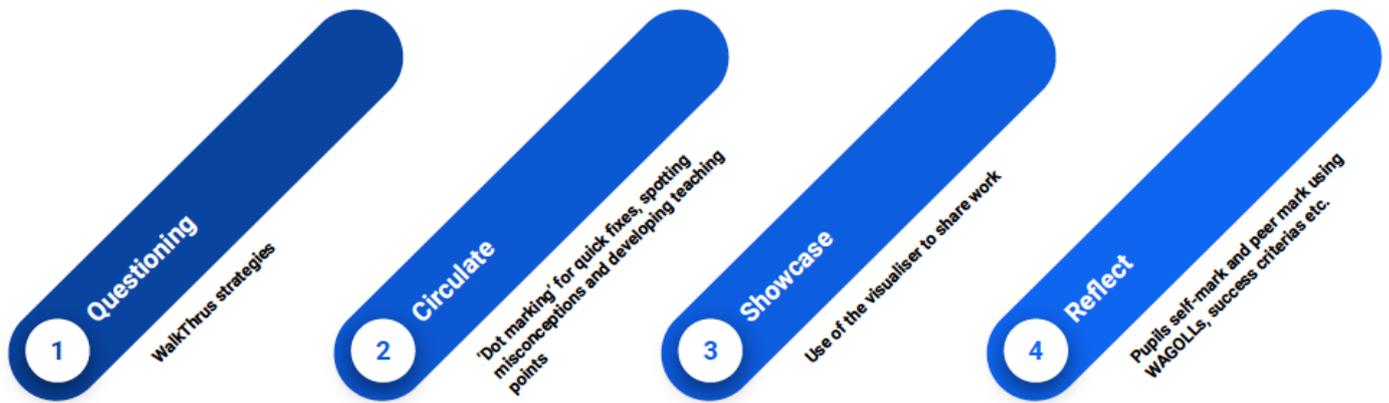
I have received a House Point for my work

A Short Guide to Peer Assessment (KS2)

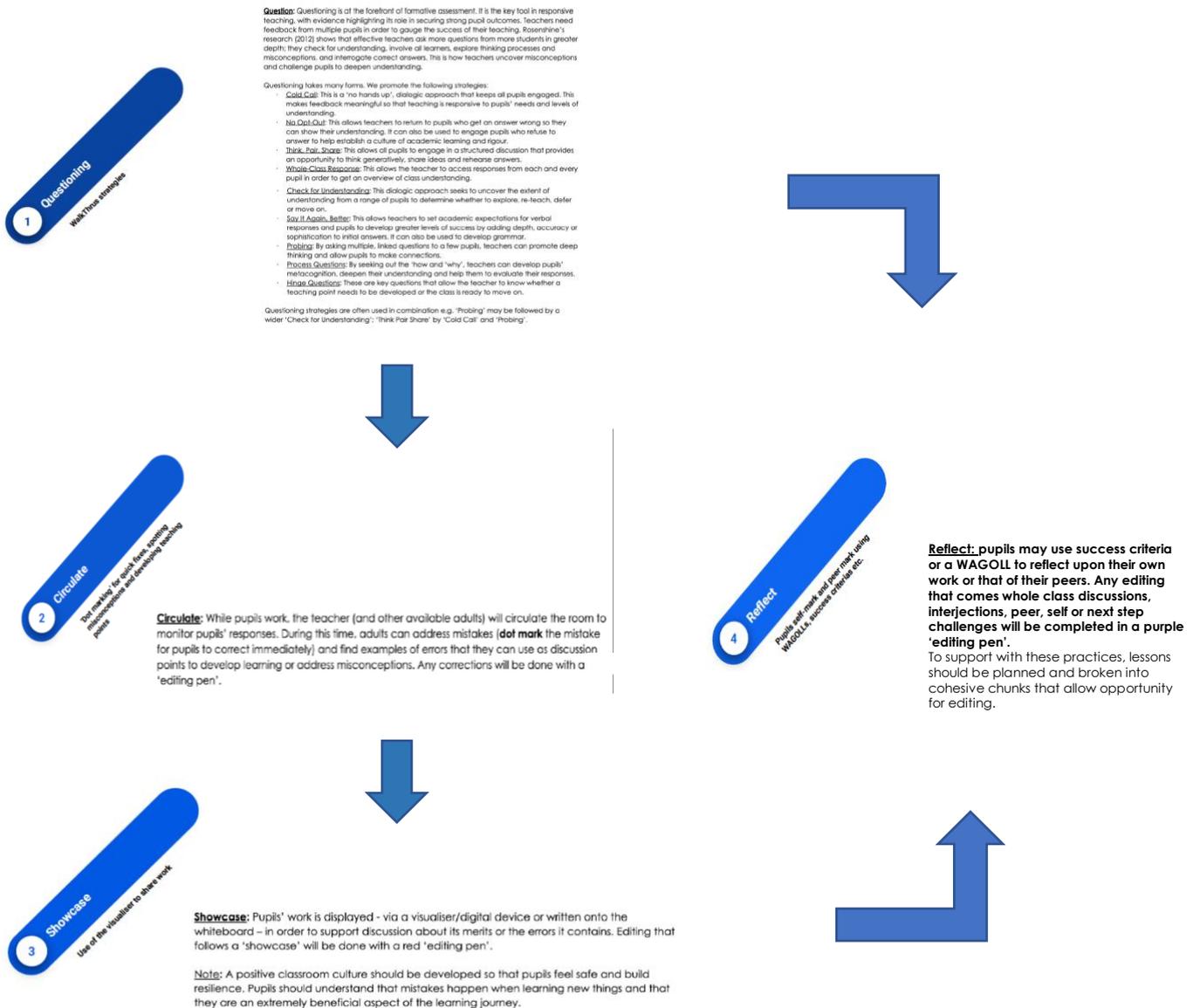
The use of the class visualiser is a valuable tool for the teacher to use to model successful and effective peer assessment to the pupils.

| | |
|---|---|
| <p>1. Identify the strengths of the piece of work</p>  | <ul style="list-style-type: none">• What was good about it?• Can you find an example where the work met the success criteria?• Can you find evidence of things on the checklist? |
| <p>2. Move onto an area for development</p> | <ul style="list-style-type: none">• What could make this piece of work even better? |
| <p>3. Try to make your comments descriptive</p>  | <ul style="list-style-type: none">• You have used some amazing vocabulary, such as• I like the time connectives you used, such as ...• I like your extended sentences. <p>NOT - Your writing is really good.</p> |
| <p>4. Make sure your writing is neat and your feedback is clear to understand</p> | <ul style="list-style-type: none">• Think carefully before you write a comment• Use your very best handwriting |
| <p><u>Always</u> thank the person for letting you read their work and letting you write a comment.</p> | |

Guidelines for Feedback



Further guidance around effective use of these five strategies can be seen within the Feedback Policy Presentation 2021 from our Inset. This is shared within the staff file and thumbnails are included for reference below:



Guidelines for Feedback

The following agreed procedures for correcting children's work should be implemented by all staff:

- Teachers (and Teaching Assistants where appropriate) should provide individual feedback to children.
- Written feedback should be completed in green ink.
- Marking, where appropriate, should be in relation to what the child has done well according to the curriculum focus.
- Written comments should be succinct and clear, thus saving time for the teacher and enabling the child to quickly establish what they need to do to develop their work. The focus should be on the learning.
- Verbal feedback may be given instead of a written comment.
- Teachers should plan to provide a greater volume of feedback on extended pieces of writing which demonstrates the strengths of the piece and areas for development. There should be one piece of detailed feedback per unit as the agreed maximum. When a child receives written feedback on an identified key piece of work, there is an expectation that they will reflect and act on feedback using the 'purple pen' approach.
- There should be evidence of marking 'within' a piece of work, not just a final comment at the end. For longer pieces of writing, teachers should plan to provide a greater volume of feedback. This should be followed by direct reflection time for the child to enable them to improve and respond to the comments made.
- Feedback can also be done with an individual or with a group of children as part of their guided work, within the lesson.
- Work should not be marked during teaching time if the only purpose is to complete marking as a teacher task.
- Self-editing and / or peer editing should be done before the child hands in the work to be marked by the teacher so that errors can be corrected and improvements made.
- Pieces of independent writing being put forward for moderation purposes must contain minimal marking. Points within the piece of writing which have been improved due to indication from the teacher through the use of spelling and / or punctuation marking symbols or through guidance on how to improve a sentence cannot be deemed as truly independent. Therefore, these areas cannot be taken into account in the moderation of that piece. Pupils are encouraged to independently edit and improve their writing.
- Planned time should be given to reflect and act on the feedback given as necessary. Children should use purple pens to show their responses. There is an expectation that this will be evident in longer pieces of writing for a more quality response.
- Any corrections should support the child's learning and it should be remembered that too many can overwhelm or demoralise the child.
- Any concepts that are persistently misunderstood need to be recorded by the teacher and explained personally.
- Where a large proportion of the class have misunderstood a concept, this should be planned into the next teaching session.
- It is important that children are not afraid to make mistakes and see this as a way of improving their work. Mistakes should ideally be crossed out neatly with one line through them. For best work and final pieces, rubbers may be used.
- It is expected that supply teachers mark children's work and this should be indicated accordingly.
- We should never accept work of a poor standard.
- The marking code should be clearly displayed around every classroom.
- The purpose of using code **S** and/or **I** is:
 - children with specific learning difficulties.
 - group or 1 to 1 work.
 - moderation.

All above are aimed at informing the teacher to ascertain a child's understanding and determine next steps. It is not expected that these codes will be used on every piece of work. There may also be the need for further annotation of work by the teacher / TA to indicate the level of support given in the lesson.