



St James CofE Primary School

Feedback Policy

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St James Feedback Policy



At St James, we recognise the importance of feedback as part of the teaching & learning cycle, and aim to maximise the effectiveness of its use in practice. We are mindful also of the workload implications of written marking, and of the research surrounding effective feedback. Our policy is underpinned by the evidence of best practice from the Education Endowment Foundation and other expert organisations. The Education Endowment Foundation research shows that effective feedback should:

- redirect or refocus either the teacher's or the learner's actions to achieve a goal
- be specific, accurate and clear
- encourage and support further effort
- be given sparingly so that it is meaningful
- provide specific guidance on how to improve and not just tell students when they are wrong

Notably, the Department for Education's research into teacher workload has highlighted written marking as a key contributing factor to workload. As such, St James has investigated alternatives to onerous written marking which can provide effective feedback in line with the EEF's recommendations, and those of the DfE's expert group which emphasises that marking should be: **meaningful**, **manageable** and **motivating**. We have also taken note of the advice provided by the NCETM (National Centre for Excellence in Teaching Mathematics) that the most important activity for teachers is the teaching itself, supported by the design and preparation of lessons.

Key Principles

Our policy on feedback has at its core a number of principles:

- the sole focus of feedback and marking should be to further children's learning;
- evidence of feedback and marking is incidental to the process;
- we do not provide additional evidence for external verification;
- written comments should only be used where they are accessible to students according to age and ability;
- feedback delivered closest to the point of action is most effective, and as such feedback delivered in lessons is more effective than comments provided at a later date;
- feedback is provided both to teachers and pupils as part of assessment processes in the classroom, and takes many forms other than written comments;
- feedback is a part of the school's wider assessment processes which aim to provide an appropriate level of challenge to pupils in lessons, allowing them to make good progress.

All pupils' work should be reviewed by teachers at the earliest appropriate opportunity so that it might impact on future learning. When work is reviewed, it should be acknowledged in books.

Within these principles, our aim is to make use of the good practice approaches outlined by the EEF toolkit to ensure that children are provided with timely and purposeful feedback that furthers their learning, and that teachers are able to

gather feedback and assessments that enable them to adjust their teaching both within and across a sequence of lessons.

Feedback and marking in practice

It is vital that teachers evaluate the work that children undertake in lessons, and use information obtained from this to allow them to adjust their teaching. Feedback occurs at one of three common stages in the learning process:

1. Immediate feedback – at the point of teaching
2. Summary feedback – at the end of a lesson/task
3. Review feedback – away from the point of teaching (including written comments)

The stages are deliberately numbered in order of priority, noting that feedback closest to the point of teaching and learning is likely to be most effective in driving further improvement and learning, especially for younger pupils. As a school, we place considerable emphasis on the provision of immediate feedback. Where feedback is based on review of work completed, the focus will often be on providing feedback for the teacher to further adapt teaching.

At St James, these practices can be seen in the following practices:

Type	What it looks like	Evidence (for observers)
Immediate	<ul style="list-style-type: none"> ➤ Includes teacher gathering feedback from teaching, including mini-whiteboards, book work, etc. ➤ Takes place in lessons with individuals or small groups ➤ Often given verbally to pupils for immediate action ➤ May involve use of a teaching assistant to provide support or further challenge ➤ May re-direct the focus of teaching or the task ➤ May include highlighting/annotations according to the marking code 	<ul style="list-style-type: none"> ➤ Lesson observations/ learning walks ➤ Some evidence of annotations or use of marking code/highlighting
Summary	<ul style="list-style-type: none"> ➤ Takes place at the end of a lesson or activity ➤ Often involves whole groups or classes ➤ Provides an opportunity for evaluation of learning in the lesson ➤ May take form of self- or peer-assessment against an agreed set of criteria ➤ In some cases, may guide a teacher's further use of review feedback, focusing on areas of need 	<ul style="list-style-type: none"> ➤ Lesson observations/ learning walks ➤ Timetabled pre- and post-teaching based on assessment ➤ Some evidence of self- and peer-assessment ➤ May be reflected in selected focus review feedback (marking)
Review	<ul style="list-style-type: none"> ➤ Takes place away from the point of teaching ➤ May involve written comments/annotations for pupils to 	<ul style="list-style-type: none"> ➤ Acknowledgement of work completed ➤ Written comments and appropriate

	<p>read / respond to</p> <ul style="list-style-type: none"> ➤ Provides teachers with opportunities for assessment of understanding ➤ Leads to adaptation of future lessons through planning, grouping or adaptation of tasks ➤ May lead to targets being set for pupils' future attention, or immediate action 	<p>responses/action</p> <ul style="list-style-type: none"> ➤ Adaptations to teaching sequences tasks when compared to planning ➤ Use of annotations to indicate future groupings
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Marking Approaches

All work will be acknowledged in some form by class teachers. This will be through the use of an achievement face and indicator for level of support, highlighting where relevant.

In Foundation Stage & Key Stage 1, review marking will only lead to written comments for those pupils who are able to read and respond independently. In some cases, the marking code may be used where this is understood by pupils (see end of policy for marking code & symbols). Where pupils are unable to read/understand such comments, these are shared verbally with children at the next appropriate opportunity.

In Key Stage 2, written marking and comments should be used where meaningful guidance can be offered, which has not been possible to provide during the classroom session. In the case of groups of pupils having a common need, it may be appropriate for teachers to adjust planning or grouping rather than providing a written comment. Where a child has achieved the intended outcome and is well-prepared for the next stage in learning, this need not be annotated.

In most cases, written comments will be focussed on extended pieces of written work (hot/cold write), or extended tasks. These will allow children's achievements to be recognised and provide further guidance for future learning.

A focus on basic skills will remain. Where children make consistent errors in spelling, punctuation, letter/number formation etc, teachers will be expected to address this.

There are no expectations placed on written feedback. Teachers will be expected to use their professional judgement; if a child needs a gap-task, write one. If not, then don't. The only expectation is that teachers provide the most appropriate feedback at the earliest time possible.

Knowing where to improve

A significant aim of feedback should be to ensure that children are able to identify how they can improve their work or further their learning. In some cases, this can be achieved through the marking code and accompanying comments. However, it is most powerful when delivered verbally at the point of learning.

Marking Code

Where written marking or annotations are appropriate, the intention is that minimum teacher time should lead to maximum outcomes. One way in which we achieve this is through the use of our marking code, which combines use of highlighters and symbols codes. The core of this code is set out below, although

some additional age-appropriate elements may be included in some phases of the school.

Annotation	Meaning				
	Think pink Work which needs further attention or displays an error or misconception (e.g. letter needing capitalisation; poor word choice; specific error in calculation, etc.) Focus to be on the lesson objective and basic skills.				
	Work which demonstrates that a pupil has met an element of success criteria, demonstrated a particular skill or achieved the intended outcome. Consider how well a child has worked towards a target or feedback provided. (NOT IN MATHS)				
sp	Incorrect spelling. This will be used selectively when marking work, focussing on spelling patterns which should either have been secured by a pupil, or represent a pupil's next step in spelling development. In KS1 this will be accompanied by the corrected spelling. In KS2, when completing independent work, pupils will be expected to find the correct spelling using a dictionary. If not independent, correct spelling can be accompanied.				
//	New paragraph needed here				
^	Missing word				
In KS1					
	Used your sounds				
	Punctuation mistake				
	Missing capital letters				
	Missing finger space				
	Letter formation				
	Write on the line				
Teacher comments (to be written next to title)					
I	Independent				
G	Guided				
S	Supported				
	Learning objective achieved		Working towards learning objective		Learning objective not achieved

Maths Work

In maths, a tick and a cross will indicate whether answers are correct or not. Pink highlighting can be used where needed to highlight where specific errors need addressing.

Wider Curriculum

Basic skills errors must be addressed using the codes above throughout the learning journey.

Where a final piece of work is a written outcome, highlighting will be used to identify key successes eg vocabulary, key concepts understood. Pink will be used to address incorrect subject specific content eg. in history when key facts/concepts are incorrect.

Purple Pens

These are used by children when responding to feedback.

Green Pens

These are used when a child has received catch up.