

Marking Policy

Each Department must establish its own marking policy relevant to the subject. This must be clearly stated in the departmental handbook and communicated to the pupils. All departments should ensure that work is set and marked in accordance with the homework timetable. Marking should be accompanied by diagnostic and encouraging comments.

Junior Department Marking Policy

This document is to be read alongside the school's marking policy.

The Junior Department mark regularly and all work is marked. Teachers offer positive feedback about a piece of work either verbally or in written form where appropriate. Some work may be marked with ticks to show it is correct. Stars can be awarded for good work, improvement or for meeting a target. Sometimes improvement targets will be written at the end of a piece of work. Spelling and mathematics tests will be marked formally with a score.

For incorrect work either a cross or a dot will be placed next to the answer and the girls will be given the opportunity to correct the work whenever possible. The letter **C** will be placed next to an answer that needs correcting or has been corrected. When appropriate, some spelling corrections may be written out by the girls at the end of a piece of work. Teachers will use their professional judgement about how many spelling corrections are appropriate for individual girls. The teacher may also ask a pupil to correct handwriting formation at the end of a piece of work by writing out letters or words.

When marking a piece of work the following symbols will be used throughout the Junior Department (J1 to J4) and shared with girls.

- S** Share with the teacher
- H** Help given
- Sp** Spelling word to copy out three times
- I** An improvement target
- T** A target met, with the date and initials of the teacher
- H** Handwriting formation to be corrected with the words or letters needing correction next to the symbol

- *** A star has been awarded

Teachers may use pencil, black, blue or red pens to mark work.