



We have high expectations of everyone in our community. We believe that by working collaboratively and harmoniously high-quality teaching and learning will take place. The school recognises that pupils will be encouraged by regular and rigorous marking.

OUR MARKING POLICY

- Books will be marked by teachers every two to three weeks. They will use a stamp on significant pieces of work showing a current and target grade and advice on how to improve. There will be a sticker on each book on which the pupil will write their targets and track the grades they are receiving in that subject.
- The teacher will use the school editing codes below in the margin of your child's book to highlight errors. A guide can also be found inside the cover of pupil exercise books. The teacher will not correct the work but ensure that pupils are given an opportunity to make corrections.
- The use of green pen indicates a pupil's actions and responses, not the teachers. Green pen marking is a whole school approach to getting pupils to make corrections, re-draft, respond, and action targets.
- If a teacher has corrected a pupil for not using capital letters at the start of sentences, we would not expect to see the same mistake repeated again and again; by ensuring pupils engage with the teacher's marking with the green pen, we anticipate they will make quicker progress and improve their literacy skills.
- We send grid grades home every term informing you of your child's progress.

THE GRADING SYSTEM

1. At **Key Stage 3 (Years 7-9)** each pupil will have **FIVE grades** (target minimum grade 'TMG', current, behaviour, effort, homework concern):
Grades will be awarded using A-E grades with all the letters having pluses and minuses. 'A' is well above national expectations. 'B' is above national expectations. 'C' is in line with national expectations. 'D' is below national expectations and 'E' would be well below national expectations
2. At **Key Stage 4 (Years 10 and 11) and Key Stage 5 (Years 12 and 13)** each pupil will have **SIX grades** (target minimum grade 'TMG', current, predicted, behaviour, effort, homework concern):
Grades at KS4 will be awarded using **9-1 grade** with '9' being well above national expectations and '1' being well below national expectations.
Grades at KS5 will be awards using **A*-E** for A Levels with 'A*' being well above national expectations and 'E' being well below national expectations.
3. We use written descriptors for behaviour and effort as follows:
Excellent (EX), Good (GD), Requires Improvement (RI), Unsatisfactory (UN)

PUPILS' WORK

- All books should be free from scribble and graffiti. Good practice is to have all exercise books covered with plain paper.



- All work in exercise books should have a title, date, and objective written at the head and be designated coursework (c/w) or homework (h/w). The date should be written on the left-hand side. Title, date and the learning objective (or abbreviation obj) should be underlined using a pen and ruler.
Thus: 25th November Particles C/W
- Pupils should not leave unnecessary blank spaces in their exercise books.
- All diagrams and pictures should be drawn in pencil and horizontal lines drawn in pencil for labelling in pen.
- Coloured pencils should be used for colouring in. Avoid felt tips in exercise books.
- All writing should be done in black or blue pen. Red may be used to underline. Green pen is reserved for pupils to respond to teacher marking.
- Handwriting should be clear, legible and joined up. Pupils will be encouraged to always do their neatest handwriting.
- Completed work including homework should be ruled off at the start of a lesson, leaving enough space for a teacher's diagnostic comment.
- Tippex should be avoided. Cross out mistakes using one neat line.

EQUIPMENT

- All pupils must have a large school bag capable of being closed with a zip/buckle (we request no logos).
- All pupils must have a pen, pencil, rubber, ruler, geometry set (protractor, compass etc) and a small scientific calculator and dictionary.
- All pupils should bring a reading book each day.
- All pupils should bring their journals with them every day (a temporary day journal is £1, and a replacement journal is £5).



Symbol in the margin.	Example teacher marking	What skill do you need to work on?	Green pen action:
		Correct your spelling.	Write the correct spelling out three times at the end of your page.
		Correct your use of capitals.	Insert a capital letter at the start of your sentences, for proper nouns and names.
		Correct your punctuation.	Insert the correct punctuation (it may be a full stop, comma or question mark).
		Correct your grammar.	Please correct your tenses, verbs and/or sentence structure.
		A word or words are missing.	Insert the missing word(s).
		Make your meaning clear.	Rewrite the sentence so that it is clear.
		Start a new paragraph.	Please start a new paragraph where marked.