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# Marking, Feedback and Book Policy

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Review Date: Autumn 2024

Policy approved by the Local Governing Committee  
on 28<sup>th</sup> November 2022

THE BLUE COAT SCHOOL  
Egerton Street, Oldham. OL1 3SQ

## Expectations in books

- Students must write (unless otherwise advised) in pen
- All work should be dated with a title which is underlined using a ruler
- To draw charts/graphs/tables students must use a pencil and ruler
- Target grades (KS4) to be recorded in exercise books.

## Feedback, marking and reflection

Each department has its own feedback, marking and reflection policy reflecting the specific demands of their subject area.

This department policy will be based on the following whole school principles.

Students will receive regular feedback on their work. This feedback will:

- acknowledge and celebrate excellent work and progress made
- identify areas where students need to improve
- give focused and clear advice on **how students** can make these improvements.

### Ways in which students will receive feedback:

- Written teacher assessment and feedback
- Verbal teacher feedback
- Peer and self-assessment / feedback
- Whole-class feedback
- Feedback online

### Written teacher feedback

Written teacher assessment and feedback will:

#### 1. Be regular

- Core subjects (English, Maths and Science) – two pieces of written teacher feedback per half term
- Non-core subjects – one piece of written feedback per half term at KS3, two pieces at KS4
- KS5 two pieces of written feedback per half term for all A level subjects.

Feedback in practical subjects - PE, drama, music, DT and food may be verbal instead of written following performance/production. Students should, where possible, record this feedback.

Subjects who see students for just 1 lesson per fortnight e.g., citizenship, wellbeing will give written feedback less frequently.

#### 2. Be purposeful

Work that does not require in-depth feedback, e.g., note taking, and work completed as a whole class, will be checked but not marked. Teachers are not required to tick work. All assessment will be meaningful in line with this policy.

#### 3. Give students a clear indication of the progress (KS4) they are working.

All teacher assessed work will have feedback provided so students understand how they are progressing. They understand what they know and what they don't know (knowledge), what they can and can't currently do (skills). Grading (KS4) will be done in line with departmental systems for standardisation.

#### 4. Give students an action point. Something students can do to make their work better.

Action points may be individualised targeted at groups of students or whole class action points. Action points should support students in improving their work during Making It Better time.

## Making it Better (MIB time)

1. When a teacher has assessed a piece of work there is designated 'Making It Better' (MIB) time in lesson. MIB time gives students the opportunity to respond to their action point and improve their work. All students must do this.
2. MIB improvement should be labelled as MIB and should be done in a different colour of pen.