

## EYFS/Infant Department Marking & Rewards Policy

### Information Relevant to EYFS is in RED

The marking policy of the children's work is a vital part of the assessment process. It is important that the marking process is seen as a motivator to children. The marking of work is often the clearest indicator of the School's attitude towards its pupils.

There needs to be consensus throughout this department as to the purpose of marking. Although it is impossible to mark every piece of work to benefit the child in every way, there is a need for a clear marking policy that suggests criteria for marking different types of work.

It is important that constructive written or verbal feedback is adopted, where appropriate rather than simple ticks and overall scores. Any such assessment needs to be discussed with pupils as soon as possible after marking.

### Principles

1. Marking of children's work can have different purposes and different roles at different times. It mainly involves verbal feedback, but teachers should make every effort to produce written feedback as well; which may involve a www/ebi for the child to achieve on the next piece of work or work thereafter.
2. The marking of the work should be regular and frequent.
3. Marking should not confuse attainment with achievement. The emphasis in marking should be on a child's achievement for that child.
4. Marking procedures and standards should be applied consistently throughout the departments.
5. Marking should be used to inform teachers' judgements concerning a pupil's progress and to inform teacher records and reports.

### Guidelines

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

- Work should be corrected as soon as possible after completion.
- Work should be marked with a tick; teachers' may use their own discretion as to when to use rewards from the selection of stickers available or use of the smiley face charts.
- When correcting any work, incorrect answers/work should be indicated in the appropriate manner.

- When marked work is returned to the children there should be some form of positive verbal or written feedback, either to the individual or to the class.
- Effort (E) should be marked from 1 to 4 and presentation (P) from A to D. Content will be marked by use of a smiley face:



- To support literacy at Argyle House School in the marking of spelling, punctuation and grammar the following Marking Code should be used by all teaching staff:
  1. P Punctuation
  2. Sp Spelling
  3. Gr Grammatical mistake
- Staff are to use the www/ebi comments to enhance the feedback to children and challenge them to reflect on their work and how improvements can be made.

### Mathematics

- Work is to be marked using a simple tick or cross.
- All errors are to be corrected by the child at the end of a piece of work; this will vary depending upon the child and the discretion of the teacher.

### English

- If the pupil has spelt a word incorrectly and it is one which they should know, or have copied from the board, then underline the word. The child will be given the word to write correctly at the end of the exercise.
- Correct any other words or grammar in the piece of work at the discretion of the teacher, using the mark code above.

**Teachers must use professional judgement in all of the above.**