

Fairhouse Primary School



Book Policy

- Presentation**
- Marking**
- Assessment for Learning**

Updated: September 2017

To be reviewed: September 2019

Presentation

We expect all work to be presented to a high standard by pupils.

1. Each piece of work is dated and has either a title or learning objective.
2. A ruler is used for all lines and underlining.
3. All children are expected to write neatly and clearly. The expectation is that most children are able to write using neat joined handwriting.
4. If the pupil is writing in pencil, then mistakes are neatly rubbed out. Mistakes written in pen are crossed out with a neat line.
5. Pencils are used in Mathematics books and for diagrams and drawing in other subjects.
6. When children mark and assess their own work, it is neat and an appropriate size.
7. Any work being stuck in books, is trimmed and properly stuck in.

Books are regularly monitored by the Senior Leadership team to check that high standards of presentation are being maintained.

Marking

Our marking procedures are as follows:

1. All work is marked on a daily basis to ensure that children are given the appropriate feedback and next steps.
2. Manageable next steps are given to the children to enable them to make progression. Teachers and support staff make sure that children understand what their next steps are and how to achieve them.
3. Within books, a dialogue between the pupil and teacher ensures that children understand their targets and are working towards achieving them. Also, it enables the pupil to assess their own learning (see next section).
4. Work is marked (against the learning objective) using green, orange and yellow highlighters. Green is used to show where pupils have met or exceeded the learning objective. Orange is used to show pupils what they need to work on. Basic English skills (spelling and punctuation) are also marked in pieces of writing in both English books and in other subjects. Yellow indicates where intervention and corrections have been made or support has been given.
5. When a pupil marks their own work, it is checked and acknowledged by the teacher. Editing, marking and improvements made by children are done in purple biro.
6. Online homework is self-marking, however, teachers regularly check pupils' progress so that any misconceptions or difficulties can be addressed.

Books are regularly monitored by the Senior Leadership Team.

Assessment for Learning

Assessment for Learning is a vital part of the teaching and learning at Fairhouse Primary School. The use of our green and orange marking system allows pupils to clearly identify their achievements and areas to work on.

1. Pupils are set manageable next steps to work on. Teachers and support staff ensure that children understand what they need to do to achieve their targets.
2. When a piece of work is marked, the teacher is able to identify if the pupil needs to make corrections, intervention or extra class support. This takes place on a daily basis by the teacher and/or support staff.
3. Pupils self-assess their own work at the end of a lesson with either a comment or a smiley/sad face. Any difficulties are then addressed through daily guided work, intervention or extra support in class.

Books are regularly monitored by the Senior Leadership Team. Also, pupil perception meetings take place to ensure that pupils are aware of their targets and what they need to do to meet them.

