Green Oaks Feedback Policy

Purposeful feedback at Green Oaks Primary Academy is characterised by:

✓ Feedback takes place through the lesson and with the pupils. Developmental comments should be verbal wherever possible, addressing misconceptions and demonstrating an impact through pupil improvement (eg handwriting, use of punctuation).

✓ Verbal feedback on a 1:1 basis should be given to a pupil, especially in writing, at least once every two weeks so that individual targets can be discussed and renewed were possible.

✓ Green pen used for adult marking (see symbols). Single tick for correct, two ticks for excellent (e.g. wow word) and a dot for error. This is not expected to cover all work for all pupils.

✓ Purple pen used for all pupil responses to feedback and marking and pupils to be involved in their learning through regular self-assessment, single tick or dot. If pupils use an even better if statement, they should address this by improving their work to meet this. All pupil self-led improvement to be in purple pen.

✓ In Maths and English, outcomes of learning should be shown against the corresponding LI. If intervention is required, this should be clearly shown in books, completed in a timely manner, and dated to show is complete.
Teachers use professional judgement to ensure the balance of **timely** written or verbal feedback is impacting positively on progressing the learning. However, one piece of extended writing must be marked in depth each week to support assessment, ensuring an appropriate balance of positive and improvement comments.
In Science and Foundation subjects, outcomes of learning should be shown against the corresponding LI on the front cover assessment grid.

✓ All work should clearly show symbols to indicate whether Independent, Collaborative or Supported.

✓ Basic errors should **consistently** be addressed (such as number/letter formation, spelling and punctuation) at the appropriate pitch of the pupil.

✓ Teachers' organisation of their timetable should include a time for pupils' to engage and reflect on feedback given to them on a regular basis across the curriculum.

✓ **All staff** handwriting should follow the Kinetic scheme of work (vertical line for snuggling, horizontal line for grounding, line demonstrating scared or brave monkey starting points).

✓ Lessons delivered by external supply should be acknowledged with the code ST and the LI symbols to indicate outcome as a minimum.

✓ Lessons delivered by Placement Students should be acknowledged with the code PS and the LI symbols to indicate outcome as a minimum.

Feedback given to pupils working remotely should mirror where possible the expectations above. Verbal feedback can be given using the audio button in OneNote.

Symbols

△	Next to LI (English/Maths) or on assessment grid (Science/Foundation), indicates LI has been met.
∠	Next to LI (English/Maths) or on assessment grid (Science/Foundation), indicates LI has been partially met and can be addressed through feedback marking.
/	Next to LI (English/Maths) or on assessment grid (Science/Foundation), LI has not been met and intervention is required to impact learning. When addressed, this should be dated and impact evident in books.
I	Independent work
C	Collaborative work (along with initials of pupil worked with)
AD 1:4	All adults to initial supported work (External Supply = ST, Placement Student = PS). Adult to pupil ratio to be shown.
sp	Spelling error can be underlined with correct spelling written at the end of the piece of work for pupils who need additional support to copy x3, OR error is underlined and SP written in margin for pupil to self-correct at the end of the piece of work (Maximum of 3-4 errors to be addressed)
P	Punctuation errors can be indicated where punctuation is omitted or incorrect for pupils who need additional support. For more able pupils written in the margin for pupil to identify and correct.
sense?	Written in margin, teacher to indicate with a squiggly line where in the line error is seen.
tense?	Written in margin, teacher to indicate with a squiggly line where in the line error is seen.
//	Indicates where new paragraph should start.
PPC	To show where Pupil Premium Conference has taken place.