

Feedback Policy

**This policy was approved by the Academy Council on
recommendation of the Headteacher.**

Signature:

Mr C Billington, Chair of Academy Council

Date:9 July 2024

Mission Statement

'We are a pilgrim school and we journey with Mary to become the person God intends us to be'.

This sense of mission is reflected in this Feedback Policy. It is our Catholic belief we are all on a lifelong journey to meet our creator. At St Mary's, we work with our families to guide our pupils, develop their virtuous character and draw out their God-given gifts and talents

How a pupil can improve the work towards, or beyond, the expected aspirational standard considering their starting point

The standard of presentation - for written tasks, the whole school codes will be used

Key literacy errors such as topic related spellings, punctuation and grammar (reasonable adjustments will be made for pupils with specific difficulties) -

2. Feedback could take the form of:
 - A digitally marked piece of work such as Sparx Maths, Everlearner or the use of a Microsoft Forms quiz. The 'score' on this work would be sufficient
 - Verbal feedback to a class during lessons
 - Written whole class feedback in the Microsoft Teams chat function
 - Individual feedback on a piece of classwork or homework
3. Feed forward assessment tasks and opportunities for students to reflect upon and respond to the "feed forward" feedback will continue
4. The teacher will also aim to assess remote learning by asking students to participate in the Microsoft Teams lesson, for example via the use of chat function and the microphone.

Maintaining High Standards: Expectations

When completing written work, pupils will be expected to date and title their work. The title should be underlined using a ruler. Pupils will write in blue or black pen. A pencil and ruler should be used for diagrams, graphs and tables. Pupils should read, speak and write to a high standard, with fluency, formality and comprehension appropriate to their age and ability. Pupils should take care with spelling, punctuation and grammar. When appropriate, pupils should demonstrate their method of calculation. Pupils should glue into their exercise books worksheets and information sheets if required for future reference.

Whole School Feedback Codes: Literacy, numeracy, presentation

Literacy Feedback Codes

Code	Meaning	Pupil response
Sp	Spelling mistake: teacher will write the code above the targeted topic related word and feedback on how to spell the word correctly.	Pupil expected to rewrite the correct spelling three times in the margin
//	New paragraph needed	
Cap	Capital letter required	Pupil expected to add the capital letter
^	Missing word(s)	Pupil expected to add in the missing word(s)
??	Meaning unclear.	Pupil expected to read through and make the meaning clear
()	Word(s) should be left out	Pupil expected to cross out the word(s)

Numeracy Feedback Codes

Code	Meaning	Pupil response
W	Working out missing.	Pupil expected to re-visit the question and include the working out
Calc	Working out missing.	

