



# Witham St Hughs Academy Feedback Policy

#### **Introduction**

At Witham St Hughs Academy we believe that feedback is a crucial process in helping children to be active partners in their learning. As such, the following policy identifies the principles which underpin our approach to the use of feedback.

#### Aims

At Witham St Hughs Academy, we believe that feedback has several functions all of which should impact on standards of pupil attainment. As such, the following are the key aims of this policy:

- To give praise and give encouragement to all children.
- To contribute to the assessment of children's work and to help teachers gain information for future planning.
- To provide points of discussion between children and teachers.
- To encourage self-correction, editing and improving.
- To provide consistency of approach by all staff.

#### **Entitlement**

- All children are entitled to have a clear and consistent style evident in the feedback of their work.
- All children are entitled to prompt feedback in a style appropriate to their age and ability.
- All children are entitled to have designated time to respond to feedback and targets such as morning work.
- All children are entitled to clear, realistic and achievable targets to develop their learning.

#### **General Principles**

- Feedback should always improve the learner and not solely the piece of work.
- Feedback should be timely research evidences that extensive teacher marking too long after the completion of the piece of work, does not sufficiently impact on future work quality.
- Children must be actively engaged in the feedback process.
- Some aspects of feedback are appropriate for post-lesson rehearsal.
- Live feedback should be planned for by teachers, to provide the highest impact within the lesson.
- Pupil self-correction and editing should be encouraged through appropriate use of purple editing pens.

# Feedback and Marking

# **Before your lesson**

- Think about the group you want to provide detailed feedback for within this lesson and why. Also select a <u>different</u> guided group.
- Record this and your initial ideas on your feedback grid to ensure coverage across the class.
- Decide on a specific focus (based on assessment) for this group to ensure feedback will be moving learning forward.

	During ye	our	lesson
	<u>Guided group</u>		<u>Feedback group</u>
•	After your input, begin working with your chosen guided group with their specific focus.	•	After your input, feedback group to begin working independently.
•	Once ready, leave your guided group to continue independently.	•	Once finished with your guided group, move to your feedback group to provide live, in-lesson feedback to improve their outcomes. Feedback to each pupil individually identifying positives, any corrections/errors and providing extension/challenge/a target. Children to act on this in the moment. In UKS2, children can use purple pen to show this if appropriate.
•	Record (GW:EB) in these books.	•	Record (FG:EB) in these books and use your pen to annotate as you discuss strengths and targets.

# After your lesson

- Read through all pupil books and mark ticking through and making corrections to: handwriting, letter formation and spellings + any obvious things that need addressing via written comment. No need for a positive comment at this point.
- Tag <u>all</u> targets for completion (these will be spelling/letter formation targets that can be meaningfully competed post-lesson)
  - Reflect use this information to form your next groups or interventions.
  - Complete your feedback grid to inform your next feedback & guided groups.

# Before your lesson

- Ensure S2S grids for self/teacher marking against key S2S are prepared and/or stuck in.
  - Ensure any prompts or scaffolds for the lesson are prepared.
- Identify your guided group to work with in the lesson (unless an assessed write) and what this group's specific focus will be.

# <u>During your lesson</u>

- Work with your pre-identified guided group to develop the skill identified. Ensure pupils are aware of this focus throughout the lesson and how this will improve their writing.
  - Other groups to be independent or work alongside TA.

# After your lesson

- Read through all pupil books and mark ticking through and making corrections to: handwriting, letter formation and spellings + any obvious things that need addressing via written comment. No need for a positive comment at this point.
- Tag <u>all</u> targets for completion (these will be spelling/letter formation targets that can be meaningfully competed post-lesson)
- As you're reading work, create your main target notes sheet grouping children for conferencing. Note any trends for addressing in whole class teaching or for TA intervention.
  - In children's books, record target for conferencing group (CG:target) e.g. (CG : fronted adverbials)

# <u>Conferencing - afternoon - around lhr (not the same day)</u>

- Pull your small groups as created on your target notes sheet when marking. Each group will be *around* 10 mins.
  - Verbally praise positives seen in pupil work and talk through why these were effective in their writing. (This replaces your written positive comment).
  - Then explain the group's target & model this if needed pupils to practice as appropriate in their book under their last piece of work.
    - KS2 pupils record their target at top of the next page.
    - KS1 target is recorded on a post it and stuck to the next page.

# <u> Marking – Detailed Guides</u>

### **Maths**

- Maths books must be marked every day by the class teacher. Teaching assistants should mark the books of the group of children they have worked with within the lesson if appropriate.
- Books should be marked by staff in black or blue pen.
- Correct responses should be indicated by a tick.
- Incorrect responses should be indicated by a dot and a line for pupils to write their correction on see example.
- Calculations to be marked live in the lesson where appropriate, or after the lesson on the same day.
- Purple pen may be used in UKS2 for corrections only.
- Where a pupil has a serious misconception, intervention should be put in place and the pupil should work with an adult to complete corrections or re-look at the work from the day. Evidence of adult pen (blue or black) should be evident in books to demonstrate where adult intervention has offered significant support.
- Impact of feedback in maths should be seen through the daily 're-stationing' of pupils and the planning of subsequent work.

\*\*Add in photos of maths books\*\*

# English, Reading, History, Geography, RE, Character Education, French & Science

- Books must be marked after every lesson by the class teacher. Teaching assistants should mark the books of the group of children they have worked with within the lesson if appropriate.
- Books should be marked by staff in black or blue pen.
- Correct responses should be indicated by a tick or double tick.
- Incorrect responses should be indicated by a dot and a line for pupils to write their correction on see example.
- Purple pen may be used for corrections or edits.
- Where a pupil has a serious misconception, intervention should be put in place and the pupil should work with an adult to complete corrections or re-look at work from the day. Evidence of adult pen (blue or black) should be evident in books to demonstrate where adult intervention has offered significant support.
- Whilst planning the lesson, teachers should select 2 key groups: 'Guided Group' and 'Feedback Group'. This feedback group will be identified on the teacher's feedback grid with some notes around the focus/targets for the session.
- <u>Guided Group</u> This group of pupils will work with the teacher at the start of the lesson after the input with a specific focus e.g. Use of conjunctions to extend their sentences. They will have the majority of the teacher's time and attention. Once the teacher is ready to leave this group, they will continue working on their task independently. (GW:TI) will be recorded in these books.
- <u>Feedback Group</u> This group of pupils will begin working independently following the input. Once the teacher leaves their guided group, they will move to this group to provide live, inlesson feedback to directly improve outcomes. The teacher will feedback to pupils individually identifying positives, any corrections/ errors and providing extension/ challenge. There will be strong evidence of teacher pen (black/blue) to highlight key discussion points or targets. (FG:TI) will be recorded in these books.
- After the lesson, the class teacher will read through all pupil books ticking to indicate correct or high quality responses and highlighting any corrections to spellings, letter formation or handwriting.
- Targets to be completed after the lesson should be spellings, letter formation or handwriting see example.

(1) rainforest	emergent	D J	09
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->	-1	->	-
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- When a target it written in a book, it should be 'tagged' to flag to both staff and children that an incomplete target is present in a book.
- Once staff are happy that a target has been completed accurately, it can be ticked with a 'c' and the tag can be removed. Children are not to remove tags.



- After the lesson, teachers should reflect on the lesson and pupil outcomes and use this to inform the next day/week groups and/or interventions.
- Teachers should complete their feedback grid identifying the next lesson's guided and feedback groups taking into account the lesson just completed.

# **Extended Writing**

- Books must be marked after every piece of extended writing by the class teacher. •
- Books should be marked by staff in black or blue pen. •
- Purple pen may be used for corrections or edits.
- Where a pupil has a serious misconception, intervention should be put in place and the pupil should work with an adult to complete corrections or re-look at work from the day. Evidence of adult pen (blue or black) should be evident in books to demonstrate where adult intervention has offered significant support.
- Before the lesson, S2S grids should be prepared by the teacher for self/teacher marking against key S2S. Any additional scaffolds or prompts to support extended writing will also be prepared.
- Whilst planning the lesson, teachers should identify a 'Guided Group'. This group of pupils will • work with the teacher with a specific focus e.g. Use of a range of punctuation for effect. They will have the majority of the teacher's time and attention. Once the teacher is ready to leave this group, they will continue working on their task independently. (GW:TI) will be recorded in these books.
- After the lesson, the class teacher will read through all pupil books ticking to indicate correct or • high quality responses and highlighting any corrections to spellings, letter formation or handwriting.
- Targets to be completed after the lesson should be spellings, letter formation or handwriting see • example. When a target it written in a book, it should be 'tagged' to flag to both staff and children that an incomplete target is present in a book.
- Once staff are happy that a target has been completed accurately, it can be ticked with a 'c' and • the tag can be removed. Children are not to remove 1) rainforest emergent DJ 1c tags.



- As teachers are reading though extended writing, they will create a 'Target notes sheet' grouping • children with common targets for conferencing. Teachers will note any whole-class trends for whole class teaching or TA intervention.
- In pupil books, teachers will record the target for conferencing. See example: •

CG: Fronted adverbials

Conferencing

- Conferencing will take place after the extended writing lesson but not on the same day. Teachers • will pull each small group identified on their 'Target notes sheet' to work on their target. These groups will last 5-10 minutes and be done either in an afternoon session the TA is teaching, a PE lesson taught by the PE coach or, possibly, during a teacher-led afternoon session where teacher time is best used in this way (for example, pupils are finishing a final art piece).
- The teacher will verbally praise the positive seen in pupil work and talk through why these were • effective in their writing. This replaces a positive written comment in books.
- The teacher will then explain the group's target and model this as needed. Pupils will practice as • appropriate in their book under their last piece of extended writing.
- KS2 pupils will record their target for next week at the top of their next page.
- KS1 pupils will have their target written onto a post it note and stuck to their next extended writing page.

# Music, DT, Computing & PE

- These lessons will be recorded using 'Padlet'.
- Each year group and class will have an area on Padlet to record learning targets, lesson outcomes and pupil work.
- There is no expectation that every pupil has evidence for every lesson, more that a class Padlet gives a good sample of pupil learning and outcomes across all ability groups.
- Each lesson recorded on Padlet should have a date and LT clearly evident.
- Video clips and photographs will be a great way to evidence much learning in these subjects.
- For DT, children will be given opportunities to create written plans and evaluations. These should be completed in their 'Science & DT' books in KS2 or 'Wider Curriculum' books in KS1.

\*\*Add in photos of Padlet examples\*\*

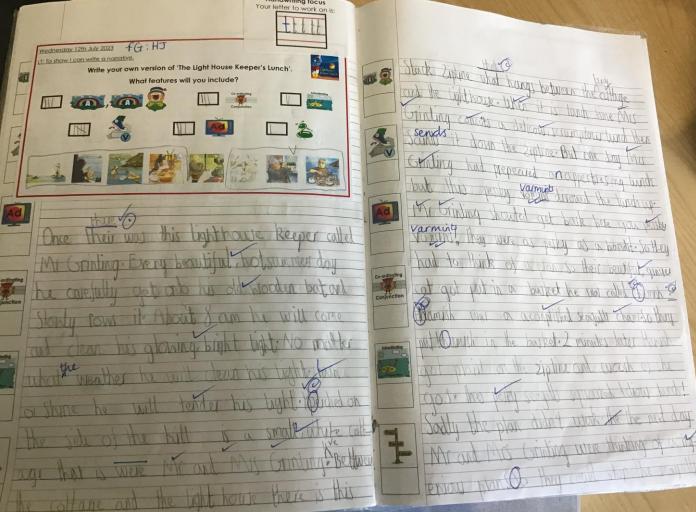
# Feedback in EYFS

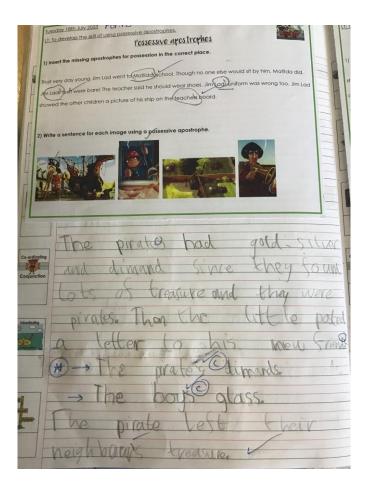
- As is age-appropriate, the vast majority of feedback in the EYFS is completed verbally with pupils. The exceptions to this are:
- <u>Phonics</u> Pupils will complete their phonics learning in books which will be checked by their phonics teacher after every lesson. Ticks will indicate correct responses. A dot and a line will provide pupils the space for correction.
- <u>Letter formation</u> Pupils who form letters incorrectly will always be asked to correct this alongside an adult. Depending on the stage of learning the child is working at, will determine how this looks. For some children, they will complete their correction with a dot and a line as above. Others may over-write adult letter formation in yellow pen. **\*Add example of this\***

\*\*Add in photos of FS books\*\*

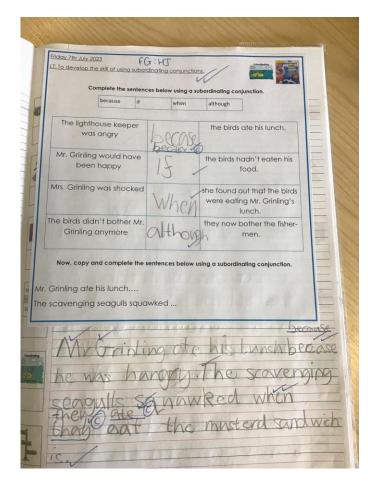
Wednesday 28th June 2023 FG:HJ I: To develop the skill of using time conjunctions in my writing. Hill Holt Wo Order the stickers in your book order the events from your trip g the word b nplete sentences to explain AF lunch after as soon as possible 0 2 before earlier eventually finally later at the end first V 10 tirst walt Colores - 1 amaisi NO Ad (F) bugs Twater. in the Some mayR the 60t MILC Ne () We cro' burr collen wood Spourt W Linear Line FG:HJ riday 7th July 2023 FG: HJ a setting description To show I can write day 7th July 2023 o show I can write a setting colm, rippling greedy, squawking strong, torrential ocean seaguils rain shiny blinding greedy, squawking strong, torrential seagulls rain calm, rippling blinding shiny impressive ocean golden, huge, narrow lighthouse dark orange sunlight bright, blue sky golden, impressive huge, narrow lighthouse orange sunlight 98 3 Handwriting focus ur letter to work on is: The fall , narrow light sat I see a bright, bluesky and stoney Floor while the crashing. Thear a colon, Fippling ocean. Ona exploring on the rocks. Waves dh DUTHE ouds sneell there D On top of a (50) h hge Ð marshmetow - as they float inthe Narrow lighthouse. Partitulium J can hear maves the white moves and bumping into opto the stoney flare.

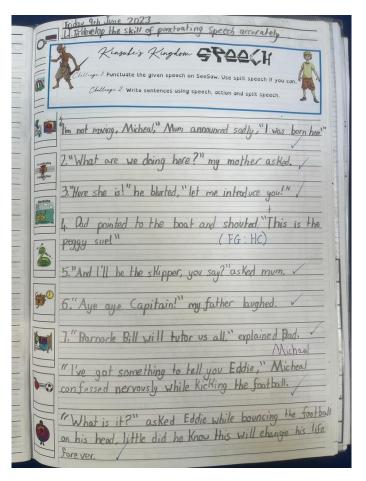
Friday Zth July 2023 FG: HJ LT: To develop the skill of using subordinating conjunctions. Complete the sentences below using a subordinating conju because if when although C When Mr Grinting was wating for his linch sum ate **1** The lighthouse keeper the birds ate his lunch. was angry because Mr. Grinling would have scoverging seagalls the birds hadn't eaten his etaing West been happy if food. C his Linch Mrs. Grinling was shocked she found out that the birds when were eating Mr. Grinling's lunch. The birds didn't bother Mr. they now bother the fisher-Grinling anymore althoup men. 44 99 ng a subordinating conjunction. Now, copy and complete the sent Mr. Grinling ate his lunch.... Co Co The scavenging seagulls squawked ... Mr Frinting atchis unch because very nandry SalawReu seagu renaina 6th and 10914 Som mustre Nere 10 again Was never seen orgen Handwriting focus Your letter to work or





	To develop the skill of units accurately in my writing Look carefully of the senience. 1. Identity if it is written in the past of present tense. 2. Rewrite if in the opposite tense.
	The troublesome seagulis are eating the scrumptious sandwiches. Present Past Slagutts we
20	e eating the scarp has and wither
	Mr and Mrs Grining were racking their brains for a new and clever plan. Present Past D and racking their blains
Co-ordinating	for a new and clever plan.
Conjunction	They want to stop the pesky seaguils eating the delicious sandwiches.
Monthaling	Present Past A the pesky seguite teating
	The crut teners contraction of the was
	Mrs Grinling was carefully packing mustard sandwiches and sent them off down the wire to the expectant seagulis. Present Past V cand Sat them off dou





a fact file using a Title 0 0 Michael Morpurgo Jack File Backround knowlege (FG:HC) Subtitles 08 List of equipment Michael Morganza is a farmers children's address, who grow up in St Albans, Hortfordhine, He was horn October 5th 1943 Chronological order and has 3 choleras : Sabation, Resalted and Harabio. Later in his life, 1 4 Numbered steps he wet to London University and studied Toglish and Trench. Short introduction Co-ordinal Conjunct Imperative verbs Time connectives Larly life Adine the Highwaymen to the local law expression Michael Morpurgo baught we will class he may see s and and the head beacher in that school head on array and him to After you have builded gener sporse obtails, you will delive the doiner Hiptonyme In the hard have experient ; hill will be formativitient adviced it. / publish the book Kereuhe's kingdom. His students had loved the book he know that because they had hated the this yor the "fiftingness to appeal the early. In the back of night," this productly "In the source to people more lander the come of played per this balan windst. Callying days to will approach on the backy deal : \* book that have to read to them but then his emstudients enchines changed boward alog time. Some fine in his life. him and his where thatted a chandry called farm for a week -Rhight Under, darbor Hon the withight they; "translad-green, without open and an under better see how it is like. Later in this year, he is (FG:HC) eighbyrgears old witch means he is sevenly-nine new. Michael Mayorge full name is Atchael Andrew Morping blot you an little inste the conju to the mille of the infl (I'm your on on in the conjuge day to wall, we it could be Michael Andrew Brige but he had dogser your pople and Sulling is ging to bygen with the lighting on a had that now his stop dads last name. Underidden he has written over helle ... however his 2 most popular backs are Was 102 book Friday 12th May 2023 IT-To develop the still of writing a character description. Character 0 Description Coat Hat Cape Mask French - Hat pirate --Horse Personality Boots blood - stained cocked Shape moreon <u>Pistol</u> hal Hair Skin Actions 5 D as brown as a stick : : : 0' - ... ?'

Compannion. the road into the night, Perked his 00. Con swarshing behind him in the might maonlight his Cape interest Riding, riding , riding the overgrown moor, Across He galloped, galloped, galloped to the old inn-door. He 1 a french - cocked hat v Wore and boots, were pitch-black which deal was red his and his trousers were deer ( obviously deale ). (FG:HC) pitch-black doe-skin Jollawing him Red velvet like a flook Books tail Scartet breechers ٢ 金花 A CONTRACTOR

A graph to show how the size of a parachute effects the time taken to travel through the air.	\$1: 6. probab	14.			
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What did you investigate? How did you ensure it was a fair test?			A. Car		
Does this agree or disagree with your prediction? Are there any anomalies in your results? Why? How could you improve your experiment in the future?					
1. We investigated how long would it take for Parachytes to touch the ground in different heights 2. We dropped it at the same height.	*1. We a it took Fa So this resu U more ac	rurale.	he 27cm pi the parachu be an anomo	arachute agu te that was uly and I would	ain because 10cm small like to make
Dit show's that 20 cm of parachite is faster than 10. U. I disagree with the ZOom parachite, that Vas not in my prediction 5. because its faster than "10 cm		V	(FG : HC)		
Tuesday 16th May 2023 LT: 10 Show Tegy identizy and explain the essects of water	Shape of	Test 1	Test 2 F	Test 3	
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	arde - Flat		the second s	B. 10	3.05
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thin the greater will go have the society and the willer one (the ball) will ged own the storest because the grinder is long and this and almost the edge going in the water, Thank swe this is a give test, will be being multiple things. Kep the Same amount of water In the Becker, Same people despring and the same	O Cylanda 3D Ball	1.37 1.00 0.74		0,50	0.83
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think the greater will go have the sature and the inclusione (the ball) will again the storest because the adinder is long and this and almost the adies going in the water. I have going and this and almost the adies going in the water. I have going and this and almost the amount of water In the Beaker, Same prope dropping and live and with me amount of water In the Beaker, Same prope dropping and live and with me the use inquiting the fraction of the store same and with me the use inquit of the same well of opping and live and with me the use inquit of the same as well of opping and live are being any part times by the same and a well of opping and live are stored to be stored to the yeards will be the same of use and y sinder. I have the	Deglander Deglander Ball 30 Der 30 Ore schart Wenigstar Ore scharte We al count Heal count	1.00 0.74 could be table and the the g and that the g	0.59 0.60	0.50 0.98 0.70 Reasign and it respect to make because is 1 ressel when do mallest sure	0.83 0.44 0.68 would remind us is supe our res atomidat worth sing it.

Altrena!

Feedback Focus Group	N COLOR	
Lesson: English Extended watura	Monday-Focus: Punctuation	
w/c: 17th May		
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	Flo: ;	
	skye ;	
Fuesday-Focus: Sentence stuctures/lengths	Luisa	
Ellis	Wednesday-Focus: Editing & improving Rosia	
William	Zach	
Trace	Lizzie	
Julion	Edward	
	Bonhy	
	Mason Theo A	
	Sofia	
	Lilian	
	Priday-Focus: Hardwiting	
Thursday-Focus: Sense	Photen	
Theo J	And and a second se	
Raife		
	Forted advertis	
	Amelia	

Feedback Focus Group Lesson: Reacting	Mondax-Focus: character perspectives
w/c: 26.06.23	
Norwork C.	
Tuesday - Focus: Themes	Wednesday-Focus: Tinclina
Lizzie	Raife
Ellus	William
Lilian Pedro	Leonardo
Filip	Declan
	Theo A
olivia	
Phursday-Focus: Book review	Friday
Willow	Friday - Focus:
Skye	
Groce Phaeler	
Flo	
rw Erin	
Eta	A REAL PROPERTY AND A REAL

Feedback Focus Group Lesson: English Extended Winting w/c:	Monday-Forms: Openers Amelia seamus sofic zach Flo Phaden Lilian Lenardo
<b>Tuesday-Focus:</b> Description Mason William Theo A	Filip Wednesday-Rocus: Punctuation seamus Pedro Rosie William Willow William Willow Freya Grace Freya Edward Declan Erin Theo J Fio Stacia J busic Hizze Finlay Ellis Lusa
Thursday-Focus: Terve Grace Skye Olivia	Priday-Pocus: Prog. read Bonnia Theo A

Feedback Focus Group Lesson: Extended writing w/c: 12/06/2023	Monday – Focus: Tense Lizzie (tense) Seamus (tense and punctuation) Phaelen (tense and handwriting)
	Phaelen (tense and
Tuesday – Focus: Figurative language Leonardo (tense and fig language) Raife (fig language & punctuation)	Wednesday - Focus: Punctuation           Theo J (basic punctuation)           Theo A (main clause before colon, tense and fig language)
Flo (fig language and punctuation 2nd paragraph) Erin Amelia Skye Luisa (fig language and punctuation) Zach (fig language and cohesion) Ellis (fig language and punctuation)	Stacia Orace Mason Edward Decian Filip (oins and sense too) Willow Laisa (and homophones) Pedro
Thursday – Focus: Write like an author Bonnie Sofia Rosie William	Friday – Focus: Fronted adverbials and sonse Olivia (fronted adverbials for manner)

# Feedback Group Log-Reading

		w/c 26.06.23	w/c 26.06.23	w/c 03.07.23	w/c 03.07.23	w/c 10.07.23	w/c 10.07.23	w/c 17.07.23	w/c 17.07.23
Allen	Elizabeth								
Arnold	Theo			10					
Burge	Luisa					N.E.			
Carr	Willow		11						
Cook	Skye								
Cornwall	Ellis	1		,					
Donegan	Grace								
Du Rose	Phaelen			1.					
Fuller	Florence								
Hardy	Raife								
Hill	Stacia			1					
Hill	Erin								1
Holland	William		/						
Johnson	Theo								
Kholwadia	Mason					1		A CONTRACTOR	
etherby	Olivia						A		
oureiro- Brooks	Lilian	/				1			
Aartinez	Leonardo		1						11
AcGuiness	Seamus								
AcNeil	Edward	,							
Aorais	Pedro	/							
aikes	Freya								
aini	Bonnie								
aphier	Rosie								
zczepanski	Filip	V							
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/iscomi	Sofia								
Vilkins	Amelia								
Wilson	Finlay			The second second second					
inson	Tindy								

\*\*Add in photos of Y1 books/folders/grids\*\*