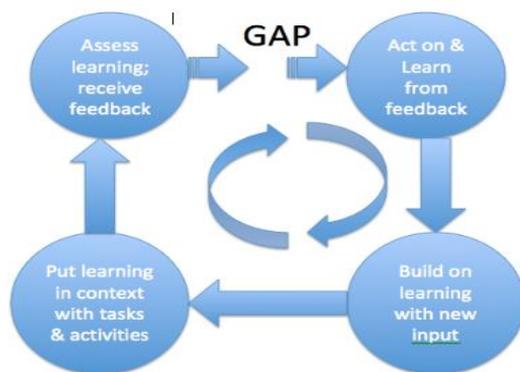




# Feedback and Presentation Guidance

## An Daras Multi Academy Trust Windmill Hill Academy

### Windmill Hill Academy Feedback Guidance



**1. Aim: The focus of feedback is to close the gap. It is integral to the assessment cycle of Plan/ Do/ Review (Plan/ Teach/ Assess).** Effective feedback aims to answer three questions asked by teacher / pupil:

- Where am I going? (What are the goals?)
- How am I doing? (What progress is being made toward the goal?)
- Where to next? (What activities need to be undertaken to make better progress?- breadth and depth)

*'Feedback is one of the most powerful influences on learning and achievement' (Hattie and Timperley 2007)*

Following the DFE Workload Review (2018), the An Daras Trust has reviewed the Feedback Policy to ensure that its processes are manageable whilst retaining the core principle that children have quality and timely feedback on their learning.

**2. Processes:** A variety of feedback methods should be used. Feedback needs to be specific to the close the gap in learning or provide feedback on the next step.

- I. **Verbal Feedback** (Appendix Four). Teachers' use well considered intervention within the lesson to prompt deeper thinking and swiftly address misconceptions. Effective questioning is used to clarify or refocus learning, as well as check-points and mid-lesson adjustments. Verbal feedback can be given 1:1 with a pupil or in on a group basis. For younger pupils, this can be noted down to record the feedback and response process. The success criteria must be made clear and displayed.
- II. **'Light' marking** using some feedback codes (Appendix 3) during verbal feedback. This is where success is recognised but clear feedback on next steps or further extension is made clear as a group.
- III. **Developmental Marking** using the feedback codes (Appendix 3), in which incisive feedback is given to the pupil and response from the pupil is required, through purple pen editing. Detailed written dialogue after a piece of learning is not required. AfL notes to be made on printed planning.
- IV. **Self-assessment and peer assessment** using the unit success criteria, where the identification of the gap(s) in learning are made and successes are recorded using prove it examples.
- V. **Pupils** are actively encouraged to 'mark' their own learning based on modelled examples or guiding feedback processes from the teacher using a purple pen. Pupils can provide feed forward to the teacher as verbal feedback to inform the planning, teaching assessment cycle.

**3. Procedures for Feedback:** Teachers 'mark' to the Learning Intention and Success Criteria.

- At the end of each session, all year groups will self-assess against the Learning Intention and Success criteria by writing in purple pen next to the learning intention using 1, 2 or 3. The Success Criteria must be clearly explained to the children and easily accessible for them to refer to (e.g. written on a slide).
- Teachers will then mark and then assess using 1, 2 or 3 (writing it next to the child's self-assessment) in pink.
- Self-assessment Criteria : 1 – needed support, 2 - achieved the SC, 3 - achieved above the success criteria, drawing upon learning beyond the lesson, making connections.
- Teachers use a pink coloured pen to indicate if the Learning Intention has been met and a green pen to provide feedback (Appendix 1). All learning is assumed to be independent unless otherwise stated.
- All marking is to be done in a clear legible hand aligned to the school handwriting script. An Daras Editing Codes will be used (Appendix 3).
- All pupils must receive regular feedback on their learning. Evidence of 'light' marking by the classroom adults should be clear in the unit. There should be evidence of some specific coding feedback within learning as appropriate (e.g. Innovation in English).
- When giving verbal feedback (VF), it should link to a focus point personal to the child.
- Where appropriate, feedback comments may require response by pupils using purple pen, at an appropriate level of challenge, and must be completed by pupils (build in daily response time in each session).
- As a result of pupil voice, learning labels are to be used in an age appropriate way:
  - Year F and 1 will have the date (short) and learning intention provided on a label which is to be stuck into books.
  - Year 2 will write the date (short) themselves and then there will be a learning intention provided on a label which is to be stuck into books.
  - KS2 (Y3 – 6) will write the date (short in Maths and long in everything else) and the learning intention: To ....

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- The exception to this is for Phonics and Spelling (see below) and for certain aspects of writing (elicitation, invent and distance tasks – see appendix 2).
- In Whole Class Guided Reading, the Learning Intention needs to clearly link to the reading skill being taught (in line with the VIPERS approach in whole class guided reading), e.g. To summarise the beginning of the story of 'The BFG'.
- In Phonics and Spelling, the Learning Intention needs to be clear (e.g. LI /ee/ sound).
- All teachers need to provide feedback/'light' marking of homework as requested by parents.

**6. Equality of Opportunity:** Effective verbal and written feedback must be accessible to all pupils and reflect their individual abilities.

**7. Monitoring and Evaluation:** Monitoring will be carried out through learning monitoring led by the Senior Leadership Team and Subject Leaders. It will be monitored for whole school consistency and evaluated for impact on pupils' outcomes.

**Appendix 1:** Assessment Information and Feedback. Displayed in the classroom for pupils.

<i>LI Learning Intention</i>	<i>S The specific level of support is noted.</i>
<i>SC Success Criteria</i>	<i>VF Verbal feedback (with a focus point)</i>
<i>Green dot - Used to indicate incorrect answers in Maths.</i>	<i>Pink ticks for Maths/underlined words - Indicate accurate learning.</i>

**Appendix 2:** Success Criteria grids used for certain aspects of writing: elicitation, invention and distance. They will also be used with Years F – 2 for the innovation week where the Babcock Grammar Toolkit images are to be added.

Elicitation:

*These are to be printed onto green paper.*

<i>Unit:</i>	<i>Elicitation Learning Intention:</i>		
<i>Success Criteria</i>	<i>Prove it</i>	<i>Self/ Peer Assessment</i>	
<i>My personal target</i>		<i>1</i>	<i>2</i>
<i>To</i>		<i>3</i>	
<i>To</i>		<i>1</i>	<i>2</i>
<i>To</i>		<i>3</i>	
<i>To</i>		<i>1</i>	<i>2</i>
<i>To</i>		<i>3</i>	
<i>To</i>		<i>1</i>	<i>2</i>
<i>To</i>		<i>3</i>	
<i>To</i>		<i>1</i>	<i>2</i>
<i>To</i>		<i>3</i>	

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Invention:  
to be printed onto pink paper.  
Distance:  
To be printed on green paper.

Unit:	Invention/Distance (please delete as appropriate)		
	Learning Intention:		
Success Criteria	Prove it	Self/ Assessment	Peer
My personal target To		1 3	2
To		1 3	2
Feed Forward: What helped you to learn best during learning?			
Feed Forward: What will be your next steps?			
Feedback: What does your teacher think your next steps are?	Please refer to marking throughout writing.		

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Children are encouraged to be active participants in generating the success criteria in all learning sessions. The teacher will record the co constructed criteria and display to the class. In writing lessons, children will record their own success criteria for a unit of writing using the class model and their own personal goals into a format as above. This should be used in cross-curricular writing.

**Appendix 3:** Editing Codes – All editing codes to be written in green pen

//	<i>Start new paragraph</i>
<i>sp - written in the margin</i>	<i>Check your spelling</i>
<i>Wiggly line</i>	<i>Written under a word to improve the word / word choice</i>
<i>Straight line</i>	<i>Written under the word to show the incorrect spelling</i>
<i>^</i>	<i>Word omitted</i>
<i>P - written in the margin</i>	<i>Check your punctuation</i>
<i>Circle</i>	<i>For capital or not</i>

In line with assessment, in English during Week Two (Innovation) feedback is required directly within pupils writing. During Week Three (Invention), feedback codes are only required in the margin. During an Elicitation or Distance task, general feedback can only be recorded at the end of the learning e.g. check your punctuation.

**Appendix 4:** Examples of Feedback strategies during the learning lessons to inform planning.

**Writing**

**Start with the assumption that no pupil actually needs much help to edit their learning, aside from the scaffolding and modelling you've already done in the lesson.**

1. After a lesson, look through the class's learning and note down any common mistakes or misunderstandings.
2. At the start of the next lesson, show an example of a piece of 'good learning' completed by a pupil.
3. Highlight the 'good aspects' of the work to the whole class.
4. Next, show an (anonymised) piece of learning that needs some improvement.
5. Correct mistakes and make changes in front of the class.
6. Instruct the class to spend time working in mixed-ability pairs to proofread their work and make edits as necessary. Proofreading should focus on spelling, punctuation and grammar.
7. Then, instruct the class to work on editing or redrafting their piece of learning. This focuses more on the content and style of the piece.

*For pupils who need more help:*

- Use prompts, so that the pupil knows to focus on a specific area.
- If they need even more help, highlight a specific section to help them find the error.
- Pointing out errors should be a last resort and only done when a pupil is really struggling.

*Ideas for changing and adapting the approach:*

- Instead of point 7, pupils may work in groups to proofread a typed-up piece of work.
- For younger pupils or those who need more help, ask a teaching assistant to provide a piece of work (which isn't the pupil's own) with one type of error for them to correct.
- For more able pupils, provide an additional pointer during the editing stage, such as 'think about which other words could be used to describe X', for example.

**Maths**

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1. In lessons, encourage pupils to check their learning every 5 questions or so.
2. Use a visualiser/ smartboard to model ways of checking that lesson's problems; for example, show pupils to add numbers in a different order to check their addition.
3. Use a '3 before me' system for struggling pupils: first they try to fix their mistake, then they ask a peer, then a group of their peers, and then finally they ask an adult.
4. Display prompts at the start of the lesson, which include questions to help pupils find their mistake.
5. As with writing, look through the class's learning after the lesson and note down any common mistakes or misunderstandings.
6. Go through 'good' and (anonymised) 'weaker' examples in front of the class.
7. Redrafting in math. Correct mistakes, but ask pupils to do the same problem again in a different way, or to try the steps in a different order.

## Windmill Hill Academy Presentation Guidance

### Maths

- All Maths learning to be completed in pencil.
- All lines to be drawn with a ruler.
- Year F and 1 will have the date (short) and learning intention provided on a label which is to be stuck into books.
- Year 2 will write the date (short) themselves and then there will be a learning intention provided on a label which is to be stuck into books.
- KS2 will write the date written on the top line /right side and the learning Intention to be written on the next line – both underlined with a ruler.
- Each calculation / task to be numbered in the far left column and marked with a bracket – 1).
- Each digit to presented within a square – 1 digit = 1 square.
- Write as normal – no need for 1 letter in each square.
- Layout of learning – start at the left – discourage children going straight to the middle of the page.
- Give adequate space between each calculation / task etc.
- Children return to LI at the end of lesson and indicate with 1, 2 or 3 – see feedback guidance.
- Marking teacher refers back to the LI and indicate 1, 2 or 3 – see feedback guidance.
- Children miss a couple lines then draw a line under the last piece of learning before starting afresh.
- Provide sufficient time for children to review learning - encourage neat / appropriate use of purple pens.
- Multiplication and Division Tables (Round the world Maths to be stuck in the back of books.
- As a Success criteria is not in books, please ensure that it is clearly evident in the classroom / planning.

### English, Learning Journeys, RE and Science

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- Writing should be in-line with the cursive handwriting script taught (Years 1 – 2). In Year 2, the pupils will begin to join their handwriting with the expectation that all children will consistently join by the end of Year 2 and upwards, apart from children with SEND or identified children whose difficulties prevent them from doing so.
- YF and KS1 will write in pencil, unless specific activities call for the use of a pen (letter writing stations).
- Children in Y3 will transition from a pencil to a pen. Pen will first be introduced during handwriting and gradually used in their writing books with the expectation that they will be used in all subjects, other than maths, by the end of Autumn 2, apart from children with SEND or identified children whose difficulties prevent them from doing so.
- Year 2 will write the date (short) themselves and then there will be a learning intention provided on a label which is to be stuck into books. They will transition to writing the full date by the end of the year.
- Key Stage 2 to write the date in full with the Learning Intention clearly written and underlined using a ruler on the line below the date.
- In Whole Class Guided Reading, the Learning Intention needs to clearly link to the reading skill being taught (in line with the VIPERS approach in whole class guided reading), e.g. To summarise the beginning of the story of 'The BFG'.
- In Phonics and Spelling, the Learning Intention needs to be clear (e.g. LI /ee/ sound).
- Success Criteria grids used for certain aspects of writing: elicitation, invention and distance. They will also be used with Years F – 2 for the innovation week where the Babcock Grammar Toolkit images are to be added. These are to be printed on green if it is elicitation or distance or pink if it is invention.
- Miss a couple lines then draw a line under previous learning before starting afresh.
- Number questions (GR / SPAG) and miss a line between each.
- Children return to LI at the end of lesson and indicate with 1, 2 or 3 – see feedback guidance.
- Marking teacher refers back to the LI and indicate 1, 2 or 3 – see feedback guidance.
- Provide sufficient time for children to review learning - encourage neat / appropriate use of purple pens.
- As Success criteria is not in books, please ensure that it is clearly evident in the classroom / planning.