



Addendum to Marking and Feedback Policy during the coronavirus (COVID-19) safety precautions pandemic September 2020

The school is committed to ensuring the health and safety of staff members and pupils alike; however, we understand it is crucial to pupils' learning that a degree of normality is retained, particularly with regards to their learning and their development.

In line with the above, the school has made a number of amendments to our day-to-day procedures. This policy outlines how the school will continue to mark and offer feedback to pupils during the current pandemic and while subsequent restrictions on normal practices are in place.

1. Marking pupils' work

- 1.1. From September, the school will begin to work towards delivering the normal curriculum; therefore, teachers will mark pupils' work in line with the main body of the policy when the delivery of that particular subject has returned to normal.
- 1.2. Staff are able to take pupils' work books home to mark them. Where work is taken home using electronic means, this is done in accordance with the school's **Data Protection Policy**.
- 1.3. Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene and cleaning should be applied. Only take books home if absolutely necessary.
- 1.4. Wash your hands before or after touching a set of books. Books may be stacked.

- 1.5. Where other means of recording can be used (e.g. Tapestry for practical maths or pupil voice) this should be considered, in order to minimise marking and use of books.
- 1.6. When marking pupils' work, teachers will take the current pandemic and the effect it may have had on pupils' work – teachers will be guided by their professional discretion and judgement.
- 1.7. Marking practices are reviewed regularly by the head of school and subject leaders to ensure they remain manageable for teachers.
- 1.8. A teacher's marking and planning practices will not be used to evaluate how well they are teaching during the current pandemic. Although it may be discussed if concerns arise.
- 1.9. It is at the teacher's discretion whether they use internal assessments to conclude topics and assess pupils' learning. Where this is the case, the classroom teacher will discuss the feasibility of assessments being undertaken with their line manager.
- 1.10. Pupils do not share or swap resources and materials including ceasing the marking of each other's books.

2. Feedback

- 2.1. Where pupils are learning remotely, e.g. due to them following public or clinical health advice to stay at home, feedback will be given in an age appropriate and clear manner.
- 2.2. Work completed at home will be submitted via through the school's e-learning portal.
- 2.3. Where pupils are working remotely, classroom teachers will consider setting online quizzes to help pupils gain feedback on their work while social distancing guidelines remain in place.
- 2.4. Teachers will offer feedback on a sample of the work completed by pupils online, and will not rely solely on online quizzes and educational games for pupils to understand how well they are learning.

- 2.5. Where teachers deem it necessary to offer pupils feedback, the teacher will outline a deadline to pupils and ensure they can keep to it.
- 2.6. Consistent and clear lines of communication are opened with the parents of pupils who are learning from home to ensure feedback is received and understood. An appropriate member of staff will contact parents of pupils with SEND to ensure they are completing their work.
- 2.7. Remote learning feedback is only sought to help inform the development of future learning and lesson plans, and not to assess pupils' performance.
- 2.8. The head of school liaises with the LA to ensure local guidance on marking and feedback for pupils who are learning in school is adhered to; however, this is done in accordance with the LA Risk Assessment.
- 2.9. Pupils who are in school will receive feedback in line with the main body of this policy.
- 2.10. Social distancing rules are observed when giving pupils feedback on their work.
- 2.11. Where possible, teachers will ensure fairness in the amount of feedback given to pupils in school and pupils learning remotely.
- 2.12. To minimise the impact on their workload, teachers may conduct group feedback sessions with pupils who are in school – these sessions will include discussions around how pupils came to their answers/conclusions.

3. Monitoring and review

- 3.1. This policy is reviewed regularly by the head of school in accordance with, and in reaction to, the latest government guidance.
- 3.2. The head of school communicates all updates to this policy to all parents and staff members.