

FEEDBACK POLICY FOR PARENTS

At our school, we believe feedback should help **'improve the learner, not just the work'**. This means we focus on helping students understand how to get better, not just telling them what's wrong.

What Is Feedback?

Feedback is any advice or guidance given to students to help them improve. It can be:

- Verbal during lessons
- Written on their work
- Shared with the whole class
- Given by teachers, peers, or through self-reflection

All feedback is designed to be:

- **Kind** – respectful and encouraging
- **Specific** – focused on what can be improved
- **Helpful** – giving clear next steps

Types of Feedback

1. Formative Feedback (During Learning)

This helps students improve while they are still learning a topic.

- **Live Marking & Verbal Feedback:** Teachers give comments during lessons, either by speaking to students or marking their work live in the lesson whilst circulating the class.
- **Zonal Feedback:** Teachers highlight a specific part of a student's learning and ask them to improve it.

Students are given time in class to reflect and make improvements straight away.

2. Summative Feedback (After Assessments)

This is given after more formal assessments such as written assessments, presentations, or performances.

- Students receive feedback with **next steps** to help them improve.
- They record their grades and next steps on a **tracker sheet**.
- Improvements are completed in **purple pen** so they're easy to spot.

- Teachers check that students have completed their next steps. If not, extra tasks may be set as homework.

Student Reflection

To help students take ownership of their learning and track their progress over time they are given time in lessons to reflect on their assessments. They will:

- Review their work in the next lesson, record their grade and next steps on their individual tracker sheet.
- Complete next step tasks in purple pen.

Marking for Literacy

To help students improve their writing, teachers use consistent symbols across the school. These are used when appropriate and help students correct spelling, punctuation, and grammar.

Marking for Literacy



Mistake	Error shown by	Student's Annotation
Spelling error	SP, with correct spelling when in margin	Rewrite the word 3 times
Grammatical error	~~~~~	Correct the error
Missing or incorrect punctuation	Circle around the error	Correct or add the right punctuation
Missing or incorrect capital letter	Circle around the letter	Add or remove the capital letter
Missing word	^	Insert the missing word
New paragraph	//	Add a note: Why is a new paragraph needed here?
Meaning is unclear	?	Rewrite the sentence so that the meaning is clear