

St. David's High School



WHOLE SCHOOL LITERACY (MARKING) POLICY Reviewed October 2023

The development of literacy skills is the responsibility of all teachers. Our aim is to develop students' knowledge, understanding and skills relating to the use of language. To do this most effectively there needs to be a coherent approach, clear goals and common expectations across the school. Books should be marked at least once per fortnight with general comments. For every monthly cycle, there should be at least one piece of work that is marked in detail with a strength and target.

Teachers should make positive comments about the student's literacy skills ('good spelling').

There should be evidence of marking for literacy to include either:

a) General Literacy Check

Sp = Spelling error identified (with evidence of learning afterward)

N.P = Paragraphing error identified (with evidence of learning afterward)

P = Punctuation error identified (with evidence of learning afterward)

OR

b) Specific Literacy Check

Literacy marking in accordance with any literacy objectives set or skills taught in relation to your subject.

Marking Policy

When a student's work is marked the following symbols should be used:

^	A word left out or to show where to add more writing.
Sp	There will be a spelling mistake in this line (underlined) and the correct spelling will be given to the student.
N.P (margin) // in the work.	You should have started a new paragraph here.
P	Punctuation mistake (the teacher corrects this).
?	This part (underlined) is confusing.
CAPS	You're missing out capital letters.

Exp	Re-read your work and check that the sentence or paragraph makes sense.
Tense	The wrong tense has been used – check the rest of your work.
FS	Your work must be in full sentences.
TD	You need a title and date.
U	Underlining has not been done.

Subjects that involve statistics and graphs should also use the following codes:

G	Something is wrong with your graph here.
N	Show your working out and units.

All student work should be marked in a red pen (except coursework when a pencil can be used).

The following letters can be used to indicate the effort of a piece of work:

- E** = Excellent
- G** = Good
- S** = Satisfactory
- I** = Inconsistent
- U** = Unsatisfactory

Subject teachers may not wish to indicate all errors in each piece of work, as this could be demoralising for the student. A number of errors, however, should be brought to the student's attention so that she/he is made aware that the teacher is considering spelling and punctuation skills.

It is recommended that only two or three spelling errors should be identified in a single piece of work. The student should be encouraged to learn these spellings. She/he could write them in the back of the exercise book and a little class time should be provided for the students to test each other.

EXPECTATIONS

Teachers are expected to ensure that:

- students receive selective written feedback at regular intervals
- written feedback is predominantly encouraging and constructive;
- the learning objectives and learning outcomes are the reference point for written feedback;
- students are told exactly what is expected from their written work and how they can achieve success;
- peer and self-assessment are regularly used to enable students to become immersed in the assessment criteria;
- over the course of a term when marked work is returned to a class, time is set aside to allow each student to respond to the teacher's comments and

improve their understanding in relation to the learning objective for the work;

- rewards are given in line with the school and departmental rewards procedures when students have **improved** their work and made **progress** in their learning.