



ST THOMAS MORE CATHOLIC SCHOOL

4. PARENTS' GUIDE TO MARKING PUPILS' WORK AND TEACHING AND LEARNING MATERIALS

We have high expectations of everyone in our community. Thus we believe by working collaboratively and harmoniously high quality teaching and learning will take place. The school recognises that pupils will be encouraged by regular and rigorous marking.

OUR MARKING POLICY

- Books will be marked by teachers every 2/3 weeks. They will use a stamp at least once a half term showing a current and target grade and how to improve. There will be a sticker on each book on which the pupil will write their targets and track the grades they are receiving in that subject.
- The teacher will use the school editing codes below in the margin of your child's book to highlight errors. This can also be found inside the cover of pupil exercise books. The teacher will not necessarily correct the work but ensure that pupils are given an opportunity to make corrections.
- If a teacher has corrected a pupil for not using capital letters at the start of sentences, we would not expect to see the same mistake repeated again and again. Therefore by getting pupils to engage with the teacher's marking with the green pen, we expect them to make quicker progress and improve their literacy skills.
- We send assessment grades home three times a year informing you of your child's progress.

THE GRADING SYSTEM

- 1. At Key Stage 3** - In Years 7, 8 and 9 we use A-E grades, with A+ for exceptional attainment and all the other letters having pluses and minuses. A is well above national expectations. B is above national expectations. C is in line with national expectations. D is below national expectations and E would be well below national expectations.
- 2. At Key Stage 4** – All GCSE's are now graded 9-1
 - 9= current grade A** (top slicing the top of the A* previous grades – the new supergrade)
 - 8= current grade high A/A*
 - 7=current grade low A
 - 6=current grade B
 - 5= current grade high C (this is the new respectable grade)
 - 4= current grade low C
 - 3=current grade D
 - 2= current grades E
 - 1= current grades F and G

3. At Key Stage 5 – All A Level subjects will be graded A*-E.

4. All BTEC subjects are graded using the following:

Level 2 qualifications – L2D* = Distinction*, L2D = Distinction, L2M = Merit, L2P = Level 2 Pass, L1P = Level 1 Pass

Level 3 qualifications – D* = Distinction*, D = Distinction, M = Merit, P = Pass

5. We also use written descriptors for behaviour and effort as follows: Excellent (Ex), Good (Gd), Requires Improvement (RI), Unsatisfactory (U)

PUPILS WORK

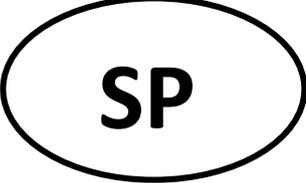
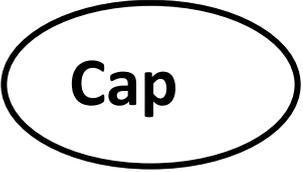
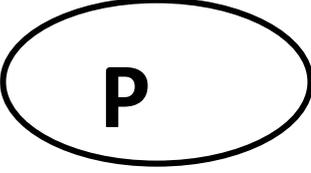
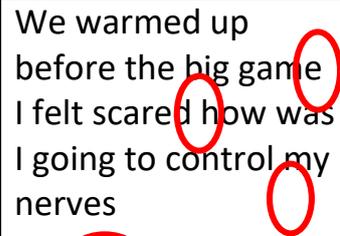
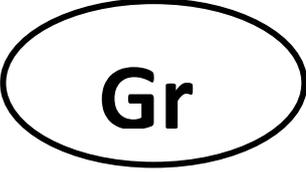
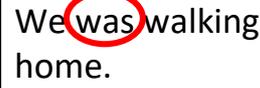
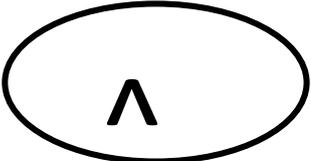
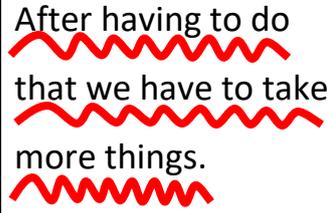
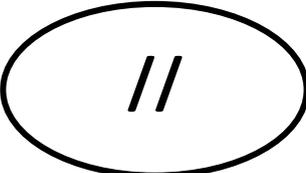
- All books should be free from scribble and graffiti.
- All work in exercise books should have a title, date, and be designated coursework (c/w) or homework (h/w). The Title and date should be underlined using a pen and ruler. Thus:

<u>C/W</u>	<u>Particles</u>	<u>25th November</u>
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Pupils should not leave unnecessary blank spaces in their exercise books.
- All diagrams and pictures should be drawn in pencil and horizontal lines drawn in pencil for labelling in pen.
- Coloured pencils should be used for colouring in. Avoid felt tips in exercise books.
- All writing should be done in black or blue pen. Red may be used to underline. Green pen is reserved for pupils to respond to teacher marking.
- Handwriting should be clear, legible and joined up. Pupils will be encouraged to do their neatest handwriting at all times.
- Completed work including homework should be ruled off at the start of a lesson, leaving enough space for a teacher's diagnostic comment.
- In Maths, use one number/symbol per square.
- Create a rough work column using a ruler in KS4.
- Use ruled lines to indicate totals.
- Tippex should be avoided. Cross out mistakes using one neat line.

EQUIPMENT

- All pupils must have a designated school bag capable of being closed with a zip/buckle.
- All pupils must have a pen, pencil, rubber, ruler and a small scientific calculator and dictionary.
- All pupils should bring a reading book each day.
- All pupils should bring their journals with them every day (a temporary day journal is £1 and a replacement journal is £5).

Symbol in the margin.	Example teacher marking	What skill do you need to work on?	Green pen action:
		Correct your spelling.	Write the correct spelling out three times at the end of your page.
		Correct your use of capitals.	Insert a capital letter at the start of your sentences, for proper nouns and names.
		Correct your punctuation.	Insert the correct punctuation (it may be a full stop, comma or question mark).
		Correct your grammar.	Please correct your tenses, verbs and/or sentence structure.
	I went the cinema.	A word or words are missing.	Insert the missing word(s).
		Make your meaning clear.	Rewrite the sentence so that it is clear.
		Start a new paragraph.	Please start a new paragraph where marked.