



Effective Feedback Policy

Principles of Effective Feedback

At LDST we prioritise providing an excellent education that enables learners to flourish and achieve. Effective feedback is a fundamental part of this.

Effective feedback should...

1. Lay the foundations

Effective feedback should follow high quality instruction, this high-quality instruction will include formative assessment strategies and will help to reduce additional need for feedback but will ensure feedback is focused on learning gaps.

2. Be appropriately timed

Feedback has optimum impact if given in a timely manner. On the spot, live feedback within the lesson ensures teachers can guide learning to praise accuracy or address misconceptions as they happen. Remember to consider the task, the pupil and the class.

3. Ensure engagement

Allow pupils time to read, understand and respond to feedback, offering opportunities to apply learning and impact on future work pupils undertake. Teachers should also allow time for pupils' to *use* feedback.

4. Focus on moving learning forward

Teachers need to provide high quality instruction and clear criteria for learning and give feedback against this (e.g. objective, success criteria) and avoid personal comments that do not move learning on.

5. Motivate pupils

Pupils are more likely to act on feedback if they believe they can be better so it is important that pupils *want to get better* and understand *why* feedback has been given.

The Purpose of this Policy

At LDST, we ensure that all pupils reach their full potential and gain the knowledge and skills they need to succeed. This toolkit provides evidence-informed strategies and techniques to ensure effective feedback that focuses on improving pupils' learning, with feedback an integral part of the teaching and learning process.

Feedback is the term used when information is given to learners in relation to their performance against set criteria. Effective feedback in its simplest form is always useful, as Hattie & Timperley (2007) state;

“To be effective, feedback needs to be clear, purposeful, meaningful, and compatible with students' prior knowledge and to provide logical connections” (Hattie & Timperley, 2007, p. 104).

Before effective feedback can take place there must be a focus on high quality instruction. This high-quality instruction must also include formative assessment strategies that:

1. set learning intentions (which feedback will aim towards); and
2. assess learning gaps (which feedback will address).

At LDST, we are clear that effective feedback can take a range of **written and verbal formats**. Verbal feedback can be given whenever possible, used to clarify misconceptions or extend understanding in the moment. Written feedback can also be used as 'live' feedback using comments or marking codes to model, correct or challenge pupils. Both written and verbal feedback are part and parcel of our teaching and learning process. Within the policy there are various strategies explained that can be used to support effective feedback (from page 4).

LDST schools are committed to establishing ways to reduce the time intensive burden of written marking and support teachers to make decisions over the type and frequency of feedback provided. “Marking should serve a single purpose – to advance pupil progress and outcomes. Teachers should be clear about what they are trying to achieve and the best way of achieving it. Crucially, the most important person in deciding what is appropriate is the teacher.” (DfE, 2016). Leaders of teaching should ensure that where required, written feedback is:

- **Meaningful** and that teachers are supported and trusted to alter their approach as necessary.
- **Manageable** and that it is proportionate to the benefits the feedback will bring.
- **Motivating** so that it helps pupils to progress. This means that feedback should be actionable, challenging and focuses pupils on their next steps in learning.

Feedback Expectations

At LDST there are also expectations that must be applied to ensure pupils' work is being acknowledged.

At Rainford CE Primary in KS1/KS2 our expectations are as follows.

- The teacher should annotate each piece of work with an 'A' in a circle for achieved or 'PA' in a circle for partially achieved next to the learning objective.
- All written feedback should be using the correct font and letter formations based on that year group's expectations.
- The table below shows other marks that may be used all subjects:

Mark	Meaning
✓	to acknowledge work completed/ correct answers/ successful features
•	incorrect and needs correcting
S	supported by an adult
VF	verbal feedback
sp	incorrect spelling
(supply)	written next to learning objective

Marking of spellings and written work

Spelling errors will be addressed across all curriculum areas. The focus of this will be on subject specific words or age-appropriate words however this should also consider any additional needs pupils may have. We expect teachers to use their professional judgement when deciding which words need to be corrected. Any spellings that are required to be corrected will have an 'sp' above the word. The correct spelling will then be copied out 3 times in pencil in KS1 and green pen in KS2. No more than 3 spellings per piece of work should be corrected (this may differ for extended writes).

Writing marking code

When marking pieces of writing both in English and other curriculum areas there needs to be a specific code to identify errors. If a child has more than three same errors, this is something that needs to be retaught (individual or group).


The code below should to be applied to all written work.

Mark	Meaning
sp	Incorrect spelling (see above)
O	missing capital letter or missing piece of punctuation
~~~	Incorrect word choice e.g. tense/ grammar. Correction added to the margin by the teacher
^	An upward arrow indicates that a word has been missing
//	Start a new paragraph
[]	Lack of sense
→	Lines need using in full (there may be a gap at one end or the other)

A next step target should be given as feedback in writing to help children understand what they need to do to further improve. The target should be worked towards until met, then a new target will be given.

In longer writes, with a non-specific learning objective, the work should be marked against success criteria both by the child and the teacher. This is not to be used in assessed writes.

KS1 success criteria template:

<u>capital letters</u>	<u>finger spaces</u>	<u>punctuation</u>	<u>feature 1</u>	<u>feature 2</u>
ABCDEFG HIJKLMO PQRSTUV WXYZ		. , ?	example/image	example/image
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The teacher writes A or PA under each feature.

The child ticks or dots under the example.

The template can be adapted and not all boxes are needed for every assessed write.

KS2 success criteria template:

<b>Learning Objective</b>	<b>Pupil</b>	<b>Teacher</b>
Can I...?		
Can I...?		
Can I...?		

The teacher writes A or PA against each feature.

The child ticks or dots against each feature.

### **Maths marking**

- Immediate feedback at the point of learning is used during every maths lessons.
- Children self-mark and self-correct their journal and workbook during the lesson.
- Corrections and marking by children should be in pencil in maths books. They should write a © before the corrected answer.
- Subject specific vocabulary should be self-corrected if spelt incorrectly.
- Maths journals will be monitored by teachers and there may be some written feedback to support children if needed.

- Teachers should mark each unit review and assess it with an A/PA to assess how well the child has achieved the objectives in that unit. This should then feed into future planning for arithmetic and fluency starters.

### **Colour codes**

When marking pieces of work and for monitoring purposes please adhere to the following marking colours.

- Children only tick in math books
- In all other subjects, children do not tick correct answers, however, they self-mark and correct errors as directed by the teacher
- In guided reading, KS1 children write their total in pencil and in KS2, children write their total in green pen
- 

Pen colour	Meaning
Black	Teachers
Pencil	KS1 and maths
Green	KS2 corrections

## **Effective Forms of Feedback and related strategies**

This guidance is taken from EEF Teacher Feedback to Improve Pupil Learning (2021) and explains the types of feedback that can be used throughout lessons or at the end. Additional strategies taken from the Walkthrus can also be found below to give a bank of strategies that can be applied to give effective feedback.

Written	Verbal
<p><b>Live Marking</b> Where marking is given during rather than after the lesson—can be enacted in a variety of ways so that it proves an efficient approach.</p>	<p><b>Targeting verbal feedback at the learning intentions</b> Using verbal feedback that explicitly uses the language set out in initial Learning intentions and direct pupils’ attention back towards this could support more structured and focused verbal feedback.</p>
<p><b>Coded Marking</b> Using the shared understanding of the ‘concept of quality’ that teachers have devised for a task, a teacher can design (or develop in consultation with their pupils) a number of codes which they can use to mark pupil work.</p>	<p><b>Action points</b> Pupils may find it challenging to process detailed verbal feedback. As such, encouraging pupils to write down and summarise the actions or goals resulting from a detailed verbal conversation may overcome the often-transitory nature of verbal feedback (mitigating ‘I forgot what you said, Miss!’)</p>

<p><b>‘Thinking like a teacher’</b> Before the teacher expends significant effort on targeted written feedback, pupils could spend time pre-empting teacher comments and editing and revising their work (with scaffolds and modelling used where appropriate).</p>	<p><b>Verbal feedback using a visualiser, video or audio recording.</b> Pupils may find verbal feedback to be too abstract and separate from the task. This means would allow pupils to replay the feedback and may support retention.</p>
<p><b>Whole-class feedback:</b> This involves the teacher collating important feedback notes on a ‘whole-class feedback’ sheet rather than writing individual comments into pupils books. The feedback is shared with pupils during a feedback lesson and pupils are given dedicated to time to act upon feedback.</p>	

## Feedback that moves forward



- Feedback plays a central role in securing students’ learning, supporting them to know how to deepen knowledge and understanding or improve performance.
- Effective feedback needs to be understood and accepted and to be actionable so that students can use it to secure improvements.
- Part of this relies on feedback providing motivation to apply effort alongside specific strategies.

### Focus Forwards

- Use assessments to identify areas for improvement in performance or gaps in understanding.
- Rather than describing past performance, focus on actions they can take to improve in future.
- Feedback needs to be given part-way through a learning cycle, not at the end.

### Keep it positive and specific

- Feedback should largely be framed in language that is positive and encouraging.
- Tell students all the things they are succeeding at.
- Be as specific as possible, e.g. rather than suggesting a student should ‘write a better conclusion’, specify how the conclusion could be improved.

### Match the message to the student

- Feedback only succeeds if students trust it and use it to increase their effort or raise their aspirations to improve their performance.
- Some students need careful nurturing and respond badly to perceived criticism.
- Others need a strong push to lead them to increase their effort.

### Avoid SATNAV syndrome

- A Sat Nav system gives continuous directions making it possible to travel from A to B without learning the route.
- Give feedback focusing on changing students’ capacity to produce excellent work and less on producing a specific exemplary piece.
- Give prompts but leave students to take improvement steps independently.

### Reduce feedback over time

- As students engage in Independent Practice and gain confidence, reduce detail in the feedback given, allowing more struggle time before offering feedback.
- Train students to generate as much self-assessed feedback as possible referencing success criteria, exemplars of standards, and worked answers.

## Feedback as actions

### FEEDBACK AS ACTIONS

1-2-3-4-5



REDRAFT OR RE-DO



REHEARSE OR REPEAT



REVISIT AND  
RESPOND TO MORE  
QUESTIONS



RE-LEARN MATERIAL  
AND RE-TEST



RESEARCH AND  
RECORD



- If feedback is to move students forward in their learning, it can be helpful to frame it as an instruction to do something.
- This can be more useful and easier to understand than focusing on describing work that has been done previously.
- In giving feedback as actions, the feedback is embedded in the selection of the task.

### Redraft or redo

- Give opportunities to improve a piece of work by repeating it one or more times.
- Ideas might come from Whole-Class Feedback, specific actionable comments or giving students exemplar work to compare to their own.
- Sometimes it's enough just to say *"do it again better"*.

### Rehearse or repeat

- Students focus on certain aspects of learning that they have already encountered with a view to improve their confidence and fluency.
- e.g. repeating sets of problems, rehearsing explanations or performances.
- Improvement through repetition and rehearsal can be secured in a range of subjects.

### Revisit and respond to more questions

- Instead of going back to make corrections on previous questions, it can be more productive to re-teach the key elements where common errors occurred and then set a fresh set of questions to respond to.
- The feedback is essentially *"do these questions"*.

### Relearn material and re-test

- Where students are required to learn a specific set of knowledge but have gaps in their recall, feedback can be to identify which details they found hard to recall and to engage in retrieval practice activities
- If the knowledge and the retrieval technique are very specific, this works well as feedback.

### Research and record

- Where a students' work would be improved by making reference to a wider range of ideas, texts, case studies or examples, or if it could contain more detail...
- ...then feedback can be to do some focused research and record their findings.

## Whole Class Feedback

### WHOLE-CLASS FEEDBACK

① ② ③ ④ ⑤



READ THROUGH STUDENTS' WORK



NOTE THE STRENGTHS



NOTE AREAS FOR IMPROVEMENT



GIVE THE FEEDBACK



GIVE IMPROVEMENT TIME



- As part of a diet of feedback, this technique is an excellent way to give students timely, detailed formative feedback whilst minimising teacher workload.
- It replaces writing individual comments in books with feedback given to the class as a whole.
- This allows the teacher to engage with the details of the work students produce rapidly, to inform a short, effective feedback and improvement cycle.

### Read through students' work

- After collecting in a set of books, read through them, focusing on specific recent pieces of work.
- It's important that this happens before the next time you will see the students so it forms part of the flow of ideas in your teaching. Ideally read all the books but, if time is pressing, a sample can be sufficient.

### Note the strengths

- Identify common areas of strength; when reporting back to students, it will help to stress the things that are being done well so that they are reinforced as well as serving as a prompt to the few students not yet doing them.
- Identify specific examples of excellent work with the intention of showcasing them as models.

### Note areas for improvement

- Reading through, make a manageable list of common misconceptions, spelling errors, technical errors and any other areas for improvement.
- As the feedback will be public, don't attach errors to individuals.
- Note students who you might need to speak to individually because of specific issues.

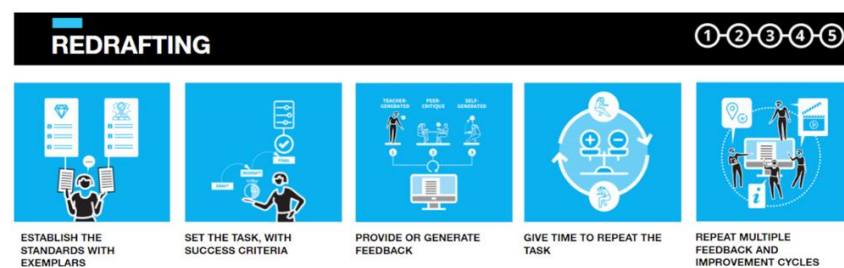
### Give the feedback

- The next lesson, give the work back and present the feedback to the whole class, running over the strengths and areas for improvement.
- Use a one-slide presentation or a visualiser to show your notes.
- Highlight examples of excellence using a visualiser or other appropriate showcase method.

### Give improvement time

- After the feedback, give students time to make immediate improvements.
- They need to identify where in their work common errors occur and where they have improvements to make in line with the feedback.
- This makes them think hard about the quality of their work, fostering a stronger understanding of standards.

## Redrafting



- In Ron Berger's *An Ethic of Excellence*, he asks: 'What could you produce of quality in a single draft?'
- Giving students opportunities to produce multiple drafts of some pieces of work supports them to gain experience of producing excellent work.
- This builds their esteem through accomplishments, setting standards and teaching them the process of self-directed improvement.

### Establish the standards with exemplars

- Invest time to **Set the Standards**. You might want to see what students do independently from the beginning, but with new learning, if they can see what excellence might look like in advance, they will be better able to pitch high.
- Use **Exemplars** showing a variety of outcomes to encourage diverse responses. Compare exemplars of middle and high standard so students see the differences themselves.

### Set the task, with success criteria

- Decide if students should know in advance that they'll get opportunities for redrafting: will it stimulate a more experimental approach or, perhaps, lead to under-pitching in the first instance?
- Success criteria can help to provide a structure for the task ahead. Agreeing *what excellence will look like* through discussion is often very fruitful.

### Provide or generate feedback

- After the first draft, generate feedback through one or more processes:
  - **Teacher-generated:** verbal or written feedback, suggesting improvements or just some prompts and clues.
  - **Peer-critique:** students using success criteria to provide positive, specific feedback for each other.
  - **Self-generated:** students review their work and identify possible improvements for themselves.

### Give time to repeat the task

- Re-run the task, with the full amount of time needed to produce an improved draft, with students acting on the feedback.

### Repeat multiple feedback and improvement cycles

- Review each draft in the same way as before, generating feedback for students to act on, feeding into another full cycle.
- Keep feedback specific and actionable, referencing the exemplars and the success criteria.
- Feedback on the final draft is valuable but will only serve as an end-point evaluation to inform future work, rather than another draft.

## Short Feedback Loops



- Teachers need to balance the length or scale of a task, developing stamina and self-regulation, with the frequency and focus of the associated feedback process.
- If tasks are too big or too long, it can be difficult to provide feedback that is tightly focused on specific learning; there can simply be too many elements to feedback on.
- Tight, short tasks can help to generate precise feedback loops, securing immediate learning gains around specific knowledge elements with time for repetition and improvement.

### Model the task; establish the success criteria

- Students need to know what excellence looks like. Give them a sense of purpose, aiming to meet specific learning goals and meeting criteria by showing exemplars or modelling the task.
- For a short feedback loop, model a short task with very specific criteria for success: a sentence, a specific maths calculation, a language structure, a painting technique.

### Set the task and monitor

- Having modelled the short task, ask students to emulate the model, meeting the criteria by performing the task themselves.
- As they engage in the task, circulate actively, looking for success with this specific element of learning.
- Note who is succeeding and who is still struggling or needs additional support.

### Stop and review

- Gauge a good moment to stop — when the majority of students have completed the task to a level that informs a meaningful process.
- If you don't allow enough time, you may be giving feedback prematurely.
- Examine students' responses, either with Show Call or by drawing attention to common challenges and common successes picked up while monitoring.

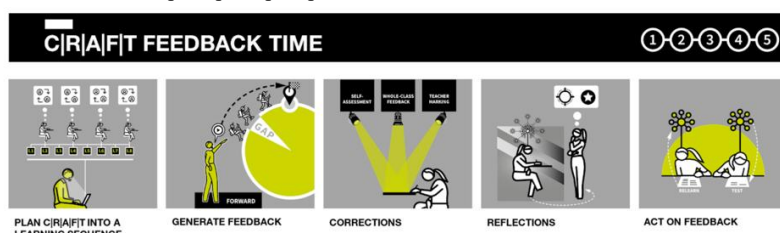
### Remodel and re-emphasise success criteria

- Give students feedback, highlighting exactly where success criteria have been met and where students could improve.
- Remodel the task, repeating procedural elements, emphasising key concepts, vocabulary or facts students should know.
- With a tightly defined task, this can be very sharply focused on a small step or a few specific knowledge elements.
- Check for Understanding so students see where the scope for improvement in their work lies.

### Repeat and check progress

- Ask students to continue to develop their work or to repeat it from the start, taking the feedback on board.
- A short feedback loop allows students to gain experience of redrafting in a short cycle, building fluency and deepening their understanding of what success looks like.
- Repeating the loop of steps 2-5 multiple times supports students to make significant gains, building much more secure foundations for future learning.

## C/R/A/F/T Feedback time



- CRAFT is an acronym: Correction, Reflection and Acting on Feedback Time. It's the same concept as DIRT: Directed Improvement and Reflection Time.
- The idea is to create structured opportunities during a sequence of lessons for students to improve their work and deepen their knowledge, as part of an ongoing feedback cycle.
- This builds on ideas in Feedback that Moves Forward and Feedback as Actions, creating time for the actions to happen.

### Plan C/R/A/F/T into a learning sequence

- Plan an approximate timeline for a unit of learning with key points where student have lesson time to engage with feedback.
- These planned lesson sections ensure feedback responses can be undertaken as a form of guided practice with the teacher present.
- This applies to Whole-Class Feedback or individual feedback. Students need time to respond and improve.

### Generate feedback

Draw on your repertoire of feedback techniques to generate feedback on students' performance on specific tasks.

- Feedback that Moves Forward
- Feedback as Actions
- Formative Use of Tests
- Redrafting
- Spot Your Mistakes
- Communicate the feedback information to students, so they know which actions they should undertake during CRAFT time.

### Corrections

- Ask students to make corrections to their work based on self-assessment, using mark schemes, whole-class feedback or teacher marking, or as part of the process described in Spot Your Mistakes.
- Don't get bogged down in cycles of checking the checking.
- Make correct answers available and clear, then give students this opportunity to correct before moving on.
- Trust that residual issues will be revisited in subsequent tasks and assessments.

### Reflections





- An important element of schema-building and formative assessment is that students develop an understanding of the learning intentions, what excellence looks like and their own knowledge and performance.
- This reflection process needs time and structure. CRAFT provides the opportunity.
- Using ideas from Redrafting or Assessment for Student Agency, engage students in the process of reflecting on their work to identify where and how they will make improvements.

### Act on feedback

- Feedback as Actions, gives multiple ways students can act on the ideas embedded in feedback. Use CRAFT for that to happen.

- Improvements through redrafting.
- Engaging in further practice and rehearsal of fluency-building drills.
- Relearning and retesting from knowledge organisers.
- Researching more ideas or practising explaining.
- CRAFT creates the opportunity for these to be undertaken with support and guidance.

This EEF Teacher Feedback to Improve Pupil Learning (2021) also provide some examples to demonstrate that pupils need to be given opportunities to act on feedback.

	Feedback more likely to move learning forward			Less likely
	Task	Subject	Self-regulation strategies	Personal
	 <p>Feedback focused on improving a specific piece of work or specific type of task. It can comment on whether an answer is correct or incorrect, can give a grade, and will offer specific advice on how to improve learning.</p>	 <p>Feedback targets the underlying processes in a task, which are used across a subject. The feedback can, therefore, be applied in other subject tasks.</p>	 <p>Feedback is focused on the learner's own self-regulation. It is usually provided as prompts and cues—and aims to improve the learner's own ability to plan, monitor, and evaluate their learning.</p>	 <p>About the person. It may imply that pupils have an innate ability (or lack of) and is often very general and lacking in information.</p>
<b>KS1 examples</b>	In maths, pupils have been asked to order objects from lightest to heaviest. The teacher explains to one child: 'You're nearly there, but two of these are the wrong way around. Can you use the balance scales again and see which object is really the heaviest?'	In English, a pupil is struggling with letter formation. The teacher discusses this with them: 'Let's just look at how you are writing your 'd's. Can you see you have started at the top and gone down and done a loop? Remember we start writing a 'd' by doing a letter 'c' shape. Let's try that again.'	In art, pupils are painting self-portraits. The teacher is helping children to practice completing activities in a given time. He explains: 'At the end of today I'm going to put the portraits up for our exhibition, so we need to think about finishing in the next 15 minutes—do you think you'll be able to finish? If you haven't started on your eyes, make a start now.'	'Great work—you're brilliant at maths!'
<b>KS2 examples</b>	In science, a class is identifying the components of a circuit. The teacher notes that they are missing some key features.  'Many of you are identifying the bulbs and wires in this circuit. Can you also label the switches and cells?'	In history, pupils are having a class debate on whether Boudicca was a hero. The teacher notes that not enough historical terminology is being used and explains: 'Historians use appropriate historical terminology. In every point you each make, I want you to use a specialist term we've learned, such as 'rebellion' or 'Iceni tribe'.'	In maths, pupils have been set a problem to solve. One child does not know where to start. The teacher prompts them to review and plan: 'Look at our display of strategies that we've use to solve problems we've tackled in the past. I think one of those could help you to solve this problem.'	'This is ok, but you are better than this!'
<b>KS3 examples</b>	In computing, pupils have been asked to complete a series of sums where they add together two binary numbers. The teacher reviews the work and informs each pupil how many they have got correct. She asks them to revisit the questions, work out which are incorrect, and correct them.	A maths teacher notes that many pupils are not ordering their operations correctly, which they need to do across the subject. She selects an example problem to complete as a whole class before asking pupils: 'Find the problems from the last lesson where you incorrectly ordered your operations and correct them.'	Pupils in PE are trying a shot put. One throws a personal best but her following effort only reaches half the distance. The teacher asks her: 'Why do you think that attempt was less successful? What should you do differently next time?' The pupil identifies that she was holding the shot put in the base of her middle fingers for her better attempt, rather than her palm. She is asked to try again and monitor the difference.	'You're a gifted historian—superb effort as always!'
<b>KS4 examples</b>	In English literature, a teacher has read pupil essays on <i>An Inspector Calls</i> and reflected that many pupils are not including enough evidence to support their points. She shows pupils an example of a former pupil's work featuring a paragraph lacking in evidence, and another paragraph with sufficient evidence. She feeds back: 'Review these paragraphs. Can you notice the difference? Now, revisit your work, and add in evidence where you think it is necessary.'	A German teacher is reflecting on the oral mock exam that pupils have just undertaken. Some pupils failed to use the correct grammatical gender when speaking, which is required across the subject. He feeds back to some pupils:  'You need to use <i>der</i> , <i>die</i> , or <i>das</i> in the correct places. For the first ten minutes of this lesson, practice speaking about your part time job with your partner and correct each other when you use the incorrect <i>der</i> , <i>die</i> or <i>das</i> .'	A geography class are approaching their exams. They created individual revision plans at the start of term but, having just marked pupil mock papers, the teacher suspects that some pupils may only be revising the topics they are already strong in. She feeds back to one pupil who is struggling: 'Review which questions you struggled on in the mock exam. Amend your revision plan to give more priority to your areas of weakness.'	'This is poor work—I expect better from a student of your standard'
<b>KS5 examples</b>	A health and social care class are discussing the factors that contribute to disease. The teacher notes that only genetic factors are being identified and feeds back: 'The discussion is showing a rich understanding of the genetic factors, but what about environmental factors? Can you name some environmental causes of disease?'	A politics teacher is giving feedback on pupil essays on the strength of select committees in U.K. politics. Pupils were asked to include 'well-substantiated conclusions', a key skill in politics, but one pupil's essay featured a conclusion that did not match the argument in the rest of their essay. The teacher feeds back: 'Your conclusion is unsubstantiated and does not match the rest of your essay. Re-examine your argument and redraft your conclusion.'	A psychology student has submitted an essay which is of a much poorer quality than their previous attempt. The teacher asks them to consider: 'Thinking about your preparation, and with reference to the assessment objectives, what three things did you do differently this time which has resulted in a poorer outcome? Once these are identified, the pupil will be asked to remedy these shortcomings in a redrafted essay.'	'Fantastic work—you're a born Chemist'

## Appendix 1: Rainford CE Presentation

- Staff should have the highest expectations of pupils' presentation.
- Handwriting should be following our LetterJoin approach in all books.
- When pupils are capable of writing the date, they should record this on the top line at the left hand side. During Y2, we will build up to DUM LUMS, ready for the start of KS2.

D: date

U: underline in red once

M: miss a line

L: learning objective

U: underline in red once

M: miss a line

S: start

- Margins must be drawn in pencil in maths journals in the juniors and numbers of questions to be recorded in the margin.
- Children will work towards a pen licence from Y3.
- Corrections by the pupil should be in green pen (Y3-Y6), or pencil (Y1-Y2).

### Maths Presentation

- Children should draw a margin in pencil no more than 2 squares deep.
- Question numbers should be in the margin.
- There should be one digit per square.
- Handwriting should be on the lines and of a normal size in line with the handwriting policy.

### Review Schedule

Policy Author	Emma Shawcross and Louise Thompson
Policy Approver	Governing Body
Current Policy Version	Version 2
Policy Effective From	September 2025
Policy Review Date	September 2026

### Revision Schedule

Version	Revisions	By whom