

Marking and Recording Policy

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of **any updates** they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:

Zoe West

Updated on:

January 2026

Date to be reviewed:

January 2028

Aim

- To have a consistent approach to marking throughout the school.
- For the pupils to have timely feedback on the work they produce.
- For all pupils to understand the marking codes.
- It is essential in Athena School that the marking of work is a positive, encouraging learning experience.
- It should not create a barrier to learning but enable pupils to understand the next steps in their work.

Implementation

Red Pens are not used in Athena School.

The following marking system is in place:

- Verbal feedback and encouragement is given throughout the learning experience.
- The learning objective is written at the top of each pupil's piece of work.
- At the end of an activity, praise is given immediately using written and/or verbal comments, stickers and stamps.
- Three coloured pens are used to indicate who is providing the feedback in the pupils workbooks. Green pen is used by teachers, including targets, blue pen is used by TA's and any responses by pupils is completed in purple pen.
- The learning objective is marked whether pupils have met the objective using the school's agreed codes and the level of support is indicated using the school's agreed codes. (See Marking Codes)
- All work is checked. Written feedback, including targets, is left twice a week in each of the core subjects and once a week in the foundation subjects. For KS4 Science, this is once a week.
- Targets and feedback focus on the task, subject and/or learning objective.
- Pupils are encouraged to show their work to other members of staff to reinforce positive learning experiences.
- Peer assessment is used at Athena to support learning and feedback. At the end of every lesson, pupils self-assess their learning using a colour coded system. This is put next to the learning objective.

Books are monitored by subject leads and the Assessment Coordinator to ensure the marking policy is followed.

Pupils have the marking codes stuck at the front of their books and these are explained to them so they understand the feedback given.

Recording

Teacher use the feedback and codes regularly to inform the SONAR assessment system and assessment spreadsheets. This in turn informs future planning and targets.

Marking Codes

The following codes are used at Athena School across the different subject areas to indicate levels of support and feedback given.

○	Not Achieved
⊙	Achieved Learning Objective
I	Independent work
T	Teacher support
TA	TA support
G	Group work
P	Peer support
VF	Verbal Feedback

Self Assessment Codes

Red – Found my work difficult

Amber – Needed support

Green – Confident

Blue – Understood the work and need more challenge