



FEEDBACK POLICY

Mission Statement: To love, to learn with God in our hearts

Policy revised: June 2021

Review Date: JUNE 2022

At St John Evangelist Catholic Primary School, we recognise the importance of feedback as an integral part of the teaching and learning cycle, and aim to maximise the effectiveness of its use in practice. We are mindful of the research surrounding effective feedback, as well as research from cognitive science regarding the fragility of new learning and the workload implications of written marking for teachers.

Our policy is underpinned by the evidence of best practice from the Education Endowment Foundation and other expert organisations. The Education Endowment Foundation research shows that effective feedback should:

- Redirect or refocus either the teacher's or the learner's actions to achieve a goal
- Be specific, accurate and clear
- Encourage and support further effort
- Be given sparingly so that it is meaningful
- Put the onus on students to correct their own mistakes, rather than providing correct answers for them
- Alert the teacher to misconceptions, so that the teacher can address these in subsequent lessons.

Notably, the Department for Education's research into teacher workload has highlighted written marking as a key contributing factor to workload. As such we have investigated alternatives to written marking which can provide effective feedback in line with the EEF's recommendations, and those of the DfE's expert group which emphasises that marking should be: **Meaningful, manageable** and **motivating**. We have also taken note of the advice provided by the NCETM (National Centre for Excellence in Teaching Mathematics) that the most important activity for teachers is the teaching itself, supported by the design and preparation of lessons.

Key Principles

Our policy on feedback has at its core a number of principles:

- The sole focus of feedback should be to further children's learning;
- Evidence of feedback is incidental to the process; we do not provide additional evidence for external verification;

- Feedback should empower children to take responsibility for improving their own work; it should not take away from this responsibility by adults doing the hard thinking work for the pupil.
- As children move through the Key Stages, written comments should only be used as a last resort for the very few children who otherwise are unable to locate their own errors, even after guided modelling by the teacher.
- Children should receive feedback either within the lesson itself or it in the next appropriate lesson. The 'next step' is usually the next lesson.
- Feedback is a part of the school's wider assessment processes which aim to provide an appropriate level of challenge to pupils in lessons, allowing them to make good progress.
- New learning is fragile and usually forgotten unless explicit steps are taken over time to revisit and refresh learning. Teachers should be wary of assuming that children have securely learnt material based on evidence drawn close to the point of teaching it. Therefore, teachers will need to get feedback at some distance from the original teaching input when assessing if learning is now secure.

Within these principles, our aim is to make use of the good practice approaches outlined by the EEF toolkit to ensure that children are provided with timely and purposeful feedback that furthers their learning, and that teachers are able to gather feedback and assessments that enable to adjust their teaching both within and across a sequence of lessons.

Feedback and marking in practice

It is vital that teachers evaluate the work that children undertake in lessons, and use information obtained from this to allow them to adjust their teaching. Feedback occurs at one of four common stages in the learning process:

1. Immediate feedback – at the point of teaching
2. Summary feedback - at the end of a lesson/task
3. Next lesson 'feedforward' – further teaching enabling the children to identify and improve for themselves areas for development identified by the teacher upon review of work after a previous lesson had finished
4. Summative feedback – tasks planned to give teachers definitive feedback about whether a child has securely mastered the material under study

These can be seen in the following practices:

Type	What it looks like	Evidence (for observers)
------	--------------------	--------------------------

<p>Immediate</p>	<p>Includes teacher gathering feedback from teaching within the course of the lesson, including mini-whiteboards, bookwork, etc. Teacher will be identifying misconceptions, stopping the class if necessary, encouraging children to revisit their work using their editing pen.</p> <p>Children self-evaluating could be included in the form of raising hands or thumbs up/ down to show that they are not fully confident with the LI and the teacher responding to this with extra support. In written work, the teacher should be asking children to stop and read their work to their partner/the class/aloud to themselves and making and edits in their feed forward pen. This is opportunity to go back to success criteria.</p> <p>Takes place in lessons with individuals or small groups</p> <p>Often given verbally to pupils for immediate action</p> <p>May involve use of a teaching assistant to</p>	<p>Lesson observations/learning walks</p>
-------------------------	--	---

	<p>provide support of further challenge</p> <p>May re-direct the focus of teaching or the task</p> <p>Teacher and TA should identify individual misconceptions where possible (if working with a group or moving around the class), and children correct using their editing pen. Teachers/ TA can use red pen if needed (e.g. spellings, letter/number formation).</p> <p>In Maths, the teacher can stop the class/ a group and get children to mark calculations with their feedforward pen.</p> <p>In Topic/ RE misconceptions could be identified during the lesson and edited with feed forward pen if needed.</p>	
<p>Summary</p>	<p>Takes place at the end of a lesson or activity</p> <p>Often involves whole groups or classes</p> <p>Provides an opportunity for evaluation of learning in the lesson</p>	<p>Lesson observations/learning walks</p> <p>Evidence of self – and peer-assessment</p> <p>Quiz and test results may be recorded in books or logged separately by the teacher</p>

	<p>May take form of self or peer- assessment against an agreed set of criteria May take the form of a quiz, test or score on a game May guide a teacher's further use of review feedback, focusing on areas of need</p>	<p>Evidence in books of pupils editing and redrafting their work in turquoise feedback pen</p>
<p>Feedforward: 'the next step is the next lesson'</p>	<p>At the end of each lesson, the teacher will look at each child's learning individually.</p> <p>For writing in particular, often a large part of the following lesson will be spent giving feedback to the class about strengths and areas for development, and giving time for development areas to be worked on and improved through proof reading and editing their work.</p> <p>Work produced is analysed daily and errors and misconceptions addressed in subsequent lessons</p> <p>Where there is a common misconception, this can be addressed in whole class teaching the following lesson, and should be revisited and edited.</p>	<p>Lesson observations/learning walks Evidence in books of pupils editing and redrafting their work in turquoise feedback pen</p>

	<p>Where there are a small number of children with the same issue/misconception then teacher or TA can work with them at the start of the next lesson to revisit.</p> <p>Letter formation/ spelling and grammar mistakes can either be written in books or on a post it (depending on year group/what the spelling is) and then need to be edited. They need to be edited within the work as well as copying the correct version.</p> <p>If children have successfully completed the success criteria then they will need a feedforward question which moves them on. This should be differentiated depending on where the children are working.</p> <p>Prior to the next lesson, the teacher should:</p> <ul style="list-style-type: none">• Decide on feed forward focus for each child (this might mean teacher takes a group, TA takes a group and other children work	
--	--	--

	independently on feedforward).	
Summative	End of unit or term tests or quizzes In maths lessons through a 'starter' activity (3 weeks after teaching)	Starter activities in books Test results

Guidance for teachers

A key expectation for teachers is that work produced by children is looked at before the following lesson and children's misconceptions and common areas for development are noted by the teacher and subsequent planning addresses children's needs.

Proof reading and editing in writing lessons

Most writing lessons will be followed up with an editing lesson where children receive whole class feedback about strengths and areas for development and direct teaching about to help them identify and address their own weaknesses.

As above, Teachers will have looked at pupils' work following the previous lesson and identified strengths and weaknesses, looking at both the technical accuracy of the writing; spelling errors, punctuation omissions, and other transcription mishaps as well as things to do with the sophistication of the writing; the actual content. Where individual children have done particularly well or need further support with something, s/he will make a note and use these in the subsequent lesson as a teaching point.

The editing lesson will be divided into two sections:

Proofreading and basic editing:

Firstly children will need to proofread their work. Then children will need to make changes to punctuation, spelling, handwriting and grammar mistakes.

Improving:

Improving the composition of their work.

The proofreading section will usually be short: about 10 minutes or so, whereas the editing element may take the rest of the lesson.

The teacher will share extracts from pupils' work, using either the visualiser or by writing out a couple of lines and displaying them on the interactive whiteboard, at first showing good examples of work. For example, within the proof reading section, the teacher might showcase someone whose letter heights have the ascenders and descenders just right, then asking pupils to look at their work and rewrite one sentence from it, really making sure they are paying attention to letter heights. Then s/he might share a section of text with poor punctuation (usually anonymously) and reteach the class the various punctuation rules. They might then point out some spelling errors that several children are making, and remind children of the correct spelling and how to remember it. Children will then have a short period of time to proof read their work, checking for similar errors and putting them right. Children sit in mixed ability pairs and support each other in the identification and correction of mistakes. With younger children in Key Stage One, teachers can highlight areas for editing (for example highlight letter formation that needs to be edited).

Within the editing section of the lesson, for example, the teacher might show different pieces of work where children have described a character very well, pointing out what it is that has made the description so vivid. The teacher might then share a weaker example which might be from an anonymous or fictional piece. The children would work collaboratively in identifying mistakes, then suggest together how this might be improved. Then in their pairs they read together each other's work, and suggest improvements, alterations and refinements which the author of the piece then adds – in turquoise editing pen to help the teacher see what changes the child has made.

Intervening when children find editing hard

A few children will need more support than this in order to be successful at improving their own work. Younger children in KS1 in particular may need more support as they learn to become increasingly independent, although many young children are quite able to edit and proof read independently after teacher modelling.

As with all intervention, teachers should always seek to use the minimal level possible, only escalating to the next level if the child still needs further support. Some children may need **a gentle prompt** to narrow down their focus when looking for mistakes, for example a written comment alerting them that there are some missing full stops, without telling them how many or where. Or a simple pointer – 'description' perhaps or 'ambiguous pronouns' or 'figurative language' or 'and then' with the use of a pink highlighter to alert children that 'something needs to be done here'. This would be in

addition to, and not instead of, the teacher modelling editing for these before the independent section of the lesson.

Others might need even more support and need to be provided with **clues** to help them. For example, the teacher might need to draw a box with the pink highlighter around a section of text to narrow down the search area for the pupil, alongside the comment that there are speech marks missing or tenses jumped or the same sentence structure over-used. They might need to write a comment to clarify the error being made. With young children, where a letter is being formed incorrectly, the teacher may need to model 1:1 or in a small group how to form the letter.

Children should use the 'Writing Expectations' and 'Math Expectations' sheets in their books in every lesson to check their work is presented appropriately and that they are looking for common mistakes.

Where mistakes are deeply entrenched, or the children are very young and lack confidence, the teacher may need to do some direct work **modelling** how to overcome these: for example, to clear up the confusion with apostrophe use. The teacher might set a group of children an editing challenge based not on their own work but on a fictional piece of work with only one, recurrent error. An adult might then support the group in identifying where apostrophes do and do not belong. They might do this instead of editing their own work or as a prelude to it, depending upon their learning needs.

Feedback in maths

Teachers gain valuable feedback about how much maths teaching is being retained in the longer term from daily 'mental maths' sessions at the start of lessons. This information should be used to revisit areas where learning is not secure within maths meetings. 'Starters' given at least 3 weeks after teaching a unit provide vital feedback to the teacher about areas that might need more teaching for certain individuals either in class or through intervention.

In terms of day to day maths learning, in Key Stage 2, teachers should always have the answers to problems available, and after doing 4 or 5 calculations, children should check their answers themselves. That way, if they have got the wrong end of the stick and misunderstood something, they can alert the teacher immediately. Another benefit is that less confident children might want to start at the easiest level of work provided, but with instant feedback available, after getting their first few calculations correct, they feel confident to move to the next level. It is necessary therefore to have increasingly complex work available for children. Another strategy teachers can use is to get children to compare answers in a group and where answers

do not agree, challenge each other and try and find where the other person has gone wrong.

Where children are more confident, and finish their work slightly earlier than others, they can consolidate their learning by 'marking' other children's books. When they do this, the crucial step is that they should not take their own book with them and just read off the correct answer. They should do the calculations again with the other child – faster and possibly mentally – so in effect doing the work twice thus getting the sort of over-learning that leads to solid long-term retention.

The onus is always on the learner checking their work and if they've got an answer wrong, trying to identify their own errors. Children need to be taught how to do this purposely; otherwise they think it just means scanning quickly through their work, reading but not really thinking. Checking involves thinking deeply about the work you have just learnt. When you think deeply about something, it is much more likely to get stored in your long term memory, available to be recalled at will.

As an alternative to providing the answers, teachers should sometimes use the visualiser to model ways of checking and then expect children to do the same, in effect '**proof reading**' maths. So for example, children might repeat a calculation in a different coloured pen and check they've got the same answer. For addition calculations involving more than two numbers, adding the numbers in a different order is an even better way of checking. Teachers should model how children can use the inverse operation to go and check they get back to where they started.

With 2 or 3 part word problems, a classic error is to give the answer as the first part of the problem and forget about following through to the second (or third) part of the question. Often, word problems are written with each instruction on a different line, a bit like success criteria. Again, using a visualiser, teachers should show children how to check work as we go, returning to the question and ticking off each line –writing each answer alongside, being really clear we are answering the final question, having done all of the previous steps.

Where children have made mistakes, and are finding it hard to identify where they have gone wrong, a prompt sheet, shared with the class at the start of the lesson, can help. In effect, this is just a **process success criteria**, but recasting it as a checklist to be used to identify errors means children use it thoughtfully and only when needed.

Examples:

<p><u>Find my mistake (column addition)</u></p>

<p>Did I put each numeral in the right place value column? Check each one.</p>
--

Did I forget to regroup?

Did I forget to add the regrouped ten (or hundred)?

Did I make a silly error with my adding?

If you can't find your mistake, ask your partner to go through this checklist with you and see if they can help

Find my mistake (identifying fractions of shapes)

Did I check all the parts were equal?

Did I count how many parts the shape had been divided into?

Did I write that number underneath the vinculum (remember denominator → down)

Did I count how many parts were shaded in?

Did I write that number on top of the vinculum (remember numerator → on top)

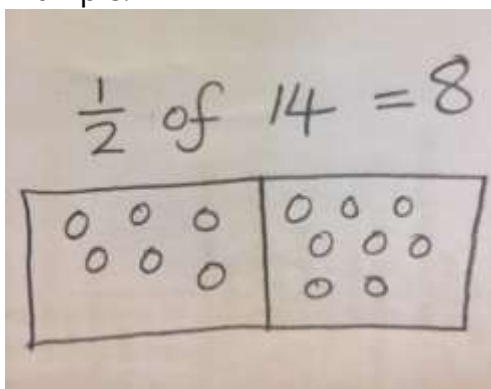
If you can't find your mistake, ask your partner to go through this checklist with you and see if they can help

If you are still stuck, is there another child who looks like they are confident with this you could ask?

If none of this works, ask an adult for help.

It is important that the children move towards internalising what they are doing (over the course of several lessons) so that they no longer need a written checklist because they have their own mental checklist stored in their long term memory, which they are able to retrieve at will. Giving children work to 'mark' from fictitious other children, which includes all the common misconceptions, is a really good way of helping them develop this.

Example:



Feedback in other subjects

The range of work varies widely in other curriculum subjects so the feedback given will vary depending on the learning the children have completed.

Feedback should focus on the progression of skills in the subject being taught rather than literacy skills (however high expectations for written work should always be expected). Misconceptions that are identified from looking at children's work following the lesson should be rectified at the start of the following lesson and deeper thinking questions could be asked of the whole class and/ or groups of children.