MARKING AND FEEDBACK POLICY

Policy Number	0024	Completed by	Imogen Morgan-Clare	Last Reviewed date	13/02/2026
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Purpose

The purpose of marking and feedback at Skylark Plus is to:

- Recognise student achievements and effort
- Provide clear, constructive feedback to support progress
- Encourage reflection and pride in work
- Reinforce skills and knowledge in a supportive way

Principles

- Feedback is timely, specific and meaningful
- Marking is adapted to the needs and understanding of the learner
- Feedback may be verbal, written, pictorial or practical
- Positive reinforcement is prioritised to build confidence
- Feedback focuses on effort, personal targets and skill development rather than solely academic accuracy

Forms of Feedback

Verbal Feedback

- Most common form, especially in practical and vocational settings
- Given during or immediately after tasks
- Encourages real-time learning and discussion

Written Feedback

- Short, clear comments highlighting strengths and next steps
- Tick-box checklists or comment banks may be used for students with literacy difficulties
- May be supported by symbols, visuals or audio recording if needed

Peer and Self-Assessment

- Used where appropriate to build metacognition and self-awareness
- Scaffolded with prompts or staff support

Frequency

- Work is checked and responded to in each session or at least weekly
- Progress is formally reviewed termly (alongside EHCP targets)
- Qualification-related work is marked in line with awarding body criteria

Monitoring and Evaluation

- Learning walks and sample work checks are carried out termly
- Staff meetings include opportunities to moderate and share marking strategies
- Feedback practices are reviewed annually

Accessibility

Marking and feedback must be accessible for all learners.

Staff will:

- Use language and formats appropriate to individual reading levels
- Avoid over-correction or discouragement
- Provide extra processing time and repeat feedback when needed