



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

Feedback Policy

Reviewed February 2019

FEEDBACK POLICY

Introduction

This policy was drawn up as a result of whole school consultation and review, designed to determine best practice in giving feedback to our pupils.

Aims of Feedback Policy

- To increase pupils' motivation, attainment & achievement in all aspects of school life and enable them to make valid contributions

Objectives

- To give staff a framework for providing feedback in order to support pupils in their learning
- To improve continuity and uniformity in the marking of pupils' work
- To give pupils a shared understanding of the feedback process and how it can lead to increased academic success

Principles upon which the policy is based

- Opportunities for prompt and regular written or oral dialogue between staff & pupils
- Staff and pupils are clear about learning objective at the beginning of any learning activity
- Staff provide constructive suggestions about ways in which pupils can improve their work
- Staff agree the next step/target with the pupil
- Staff follow up on agreed targets to measure improvement
- Comments will relate to learning objective
- Staff recognise effort as well as quality of work
- Staff use the information gained to inform future planning
- Pupils are encouraged where appropriate to comment on their own work
- Pupils are given time to act upon feedback
- Staff use appropriate questioning techniques to maximise learning
- Classroom practice is consistent with the overall Feedback policy

Implementing the policy

- **Some** written feedback will include a prompt for improvement or the next step
- Verbal feedback will be given during the lesson where possible and the symbol VF will be recorded on work **with a brief description of the discussion**. This will be linked to learning outcome
- When making corrections staff will use a different coloured pen to the students, ticking when correct and putting a dot for 'Look Again'
- Learning objective(in child speak) to be shared with the pupils at the beginning of the lesson
- **Where appropriate**, pupils are given time to assess their work against success criteria during the lesson
- Photographic evidence should be annotated and linked to learning objective

- Comment sheets may be used to record progress towards learning objects and/or targets.

Contents of Pupils files

All pupils to have an individual information file including the following-

- All about me, to include multi agency advice/programmes/letters, care plans etc
- EHC plan, latest EHC report, latest end of year report
- Historical documents from previous year

These files are stored in a locked cupboard in line with the GDPR policy.

Accreditation

Feedback will be given on accreditation units in accordance with the examining bodies own policies. The feedback is directed to the learner and comments on the learning in accordance with the success criteria.