Cardinal Allen Catholic High School Feedback Policy

Revised: May 2021

Review date : Autumn 2021

inal Allen

High

Key Principles

- > Feedback serves a single purpose at Cardinal Allen to advance pupil progress and improve outcomes. This is achieved through teacher feedback and student self-reflection which is meaningful, manageable and motivating.¹
- When marking, teachers draw useful conclusions about what pupils can do now and what they may ≻ be able to do in the future. Marking informs future planning and enables teachers to decide what needs to be taught again or better.
- When planning, teachers across the school consider the most appropriate and effective ways to ۶ provide feedback. Feedback at Cardinal Allen takes a variety of forms and the impact is measured through the improvement in pupil progress.
- The Teachers' Standards state teachers should 'give pupils regular feedback, both orally and through ۶ accurate marking, and encourage pupils to respond to the feedback'.² It is recognised by our school that feedback should be regular and takes many forms but that 'unnecessary marking can be unmanageable for teachers, which could affect their ability to operate effectively in the classroom'.¹

As a school we recognise that teaching staff are subject experts and aware of what constitutes effective feedback in their subject. All teaching staff understand that not only is frequency of feedback important, but that activity combined with instant feedback has the greatest impact. Teachers read students' work regularly and will use a variety of the following feedback strategies ensuring that feedback always forms an integral part of every lesson:

- Low stakes quizzing with follow-up questioning •
- Visualiser feedback to showcase, construct or deconstruct student work •
- Deliberate practice combined with feedback
- Individual verbal feedback and discussion
- Self and peer assessment of work supported by model answers/checklists/knowledge organisers •
- Mini whiteboard work
- Questioning
- **Regular informal assessments**
- Reading of students' work followed by a whole class feedback session identifying strengths, areas of development and next steps (see whole-class feedback template example)

Core Expectations

Cardinal Allen Catholic High School recognises that requirements for feedback will vary from subject to subject. This policy seeks to set out the main principles for whole-school feedback which will be expected to form part of departmental assessment and feedback policies.

DfE 'Eliminating unnecessary workload around marking' - Marking Policy Review Group (MPRG), 2016: 1 https://www.gov.uk/government/uploads/system/uploads/attachment data/file/511256/Eliminating-unnecessary-workload-around-marking.pdf

2 DfE Teachers' Standards

https://www.gov.uk/government/uploads/system/uploads/attachment data/file/283566/Teachers standard information.pdf

Each faculty/department has developed and issued its own feedback and assessment plan detailing its own best practice and expectations for feedback, marking and assessment within their subject. This must meet the overall requirements as set out by this policy.

Written feedback should fulfil the following school-wide expectations:

- Frequency. For feedback to be timely and purposeful it must take place regularly. Feedback takes a variety of forms but detailed written feedback from a teacher should take place a minimum of every six lessons in pupil exercise books or folders. It is an expectation that pupils will be provided with the time to respond to this feedback at the first available opportunity. Heads of faculty/department will decide in consultation with their SLT line manager a reasonable expectation of how and when other work is marked.
- Success criteria: For a piece of work to be given detailed teacher feedback, clear success criteria in line with the school's assessment policy (Grades 9-1) must be shared with pupils prior to its completion. Teacher feedback, where applicable, should be phrased as a question or extension which then prompts pupils to act. Numerical grades should only be provided as part of feedback on formal assessments.
- Whole-Class Feedback: Teachers are expected to regularly read pupils' written work and can choose to provide whole-class feedback through departmental feedback/marking crib sheets. This would be in line with the school-wide expectations on frequency (see example in appendix E).
- Learner response: There should be clear evidence of pupils responding to feedback throughout pupils work. This may take place during dedicated improvement and review time (DIRT). A different coloured pen may be used by the pupil to indicate where pupils have acted on any form of feedback.
- Presentation: Pupils books are expected to show they take pride in their work and reflect their best effort in relation to their ability level. Generally, each lesson must start with a title and date written in blue or black ink, which is underlined with a ruler. All diagrams/illustrations should be drawn using a pencil and ruler. Where pupil presentation falls below this standard it is expected that a teacher will provide appropriate feedback to the student.
- Numeracy and Literacy: Literacy issues should be highlighted using the school marking code in appendix B particularly where pupils use extended writing and throughout formative assessment pieces marked by the teacher. Pupils are expected to correct issues that have been highlighted. Where applicable, numeracy issues should be highlighted where required across subjects and pupils expected to correct their errors.
- Peer and Self-Assessment: Self and peer assessment is to take place where appropriate and should be purposeful, as agreed at a faculty or departmental level. Pupils are to complete self or peer assessment activities that are well structured by the class teacher using clear success criteria. A different coloured pen may be used by the pupil to indicate where they have conducted self or peer marking
- Summative Assessment: All pupils will complete a minimum of <u>5</u> summative assessments during the year, such as end of topic tests or mock exams, these will be assessed and marks will input into departmental tracking sheets. All other summative assessment will be decided by the curriculum leader and/or lead teacher and must be meaningful and manageable as set out in our key principles.
- Rewards: Teachers will regularly comment on effort, attainment and the presentation of work using a variety of methods to reward and motivate this could take the form of merits, stickers, stamps or postcards.

Monitoring and Evaluation

Curriculum and senior leaders are committed to developing the quality of learning and ensuring staff are given opportunities to reflect and develop their practice.

Books are regularly reviewed against the agreed expectations set out in this policy by curriculum leaders and senior leaders as part of whole school work scrutiny during 'Quality Assurance Fortnight' (QAF). In addition to this books may be sampled during drop ins, lesson observations or as deemed appropriate by the Headteacher.

Appendices: A - Examples of Feedback techniques and learner responses

- **B** Literacy Marking Codes
- C A guide to 'Perfect Presentation'
- **D** Examples of effective peer and self-assessment techniques
- E Example of departmental whole class feedback/marking crib sheet

Appendix A: Examples of Feedback techniques and learner responses

procession and the second seco	10 ¹			
Poetry Assessment Criteria	AD1 Comment on the task and text. Use evidence/quotes. Make links between texts.	A02 Comment on writers' choices of methods and the affacts on the reader, using subject terminology.		Dr The Part has used Entracesting hunde in the little Burns.
relevant	Appropriate response to question and poems Use quotablon(s) then the poems and makes valid comments Mentify some links – similarities and/or differences	Some intervant commercia atout language ander athucture Accurate user of simple subject terminology	of	It to say him the the touther.
Simple, explicit comment	Shows some understanding of the operation and the poems Refers to specific parts of the poems Makes ample links between poems	Simple comments about language Use of simple subject lamanology, not always accurately	i.I.I.	This shows that the man firtaits has a mustal I have a les decussion, but il also shows that that has used a lit of a mutathor.
A CONTRACTOR OF	 Limited response to the question and poems Shows understanding of some parts of the text 	Limited commercs about language	11	Dit the laboratory Pour the lady uses the tables.
and and a state	is the over got the the Alson is made fout describes how in and she souts in a state n the bar watching also frashest abo gs gruck - is it follow the second found a Phone call from his bos to having duys off and is ar and what to pupils are given V	the give its is made. the give is suring the if with when the is sat the drink be made she it is about a mon who is songing that he has his is bos was made so hiddle	s st f	The Suys has in the seam "S that Riscon too". The Suys has in the seam "S that Riscon too". This take is product on has that sugs " quick is it (Asigned") at the man is making and uses to the Riscon that the man is making and uses to hudd the Riscon be made. The the Asign be made. The the Asign be made. The the Asigned the Reen the Reet has used muchors and the Reen the Roet has used muchors and the more made to be a set only to the laboratory Reen the Roet has used much a lear understand of the set out and mane some simple theore. G. Achiever my questions homes and y answer my questions homes. Inde - 2.0

Appendix A: Examples of Feedback techniques and learner responses from departments

6History Marking Crib Sheet	Dat
Protect Protect Protection - Super answer to exam question on limited warfare. Lilly - Very well explained answers to work on falkirk. Katle - very positive start	Cause for concern/ Missing & Incomplete Work: Emily G – second question on 2 nd Oct not finished Jessica – question from 2 nd Oct on Edward's effectiveness not finished
Development: Emily – Add more historical words and specific 'killer' evidence to your 2 st para 3 st -september - Doid/Triv/Elle 'historical' do Copient on Edward 1's destandament of the sector	Presentation: General observations: All headings should be underlined with a ruler and a pen/pericil. Be sure to rule off your last piece of work and use all space. Make sure all work is stuck in books at the end of the lesson to ensure your book is in onder. Write title of work na my blank folded sheets to aid revision. Don't scribble out errors, put a neat line through the and make your correction. Highlight any exam style questions or analysis questions in your books to aid revision. Ellesse/Andrew -go over Agincourt research in pen. Ellie Parker - take more time over writing. I have untidy writing if I rushtake your time. Everyothe has made a positive steft and meds to keep it going: Polaroid Morrents
hod the heig whole moont arch down at Eg are a	ng Crib Sheet used for -class feedback. Pupils directed to complete ic tasks.

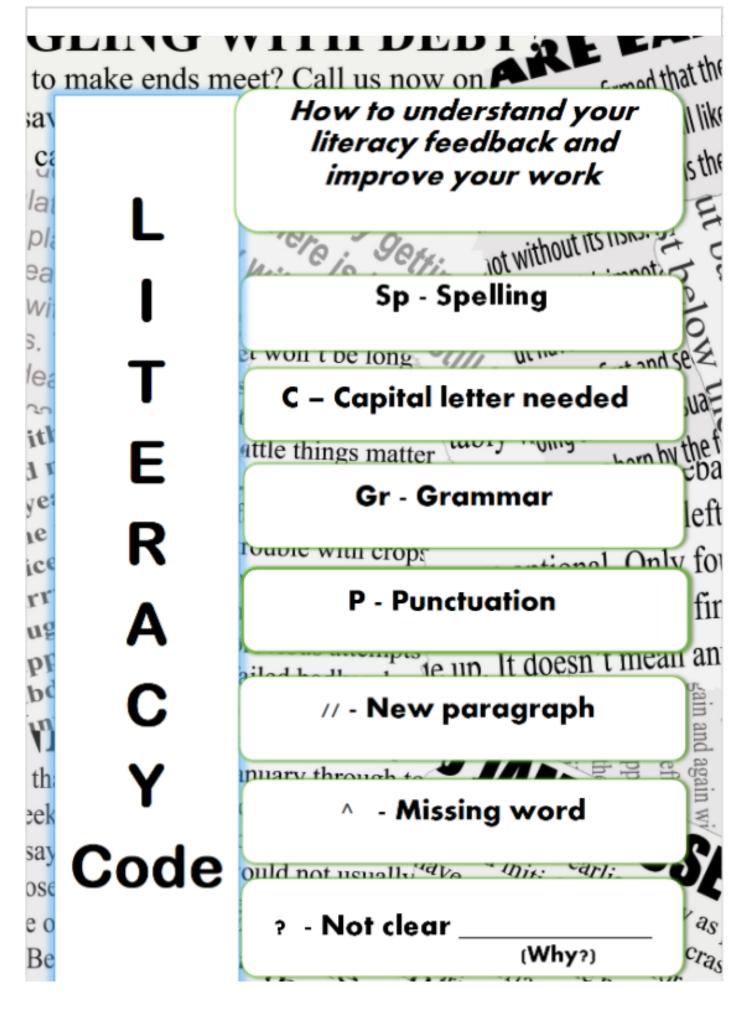
C. Show of the water thring to grab the good these of greedy gishermen were throughing in As I glanced water like a bright horizen light up the water like a transform shining on ite. The speedy planes zoomed past me as is they were shorts chasing gish. The greatest thing was that everything around me was so much smaller then me.	
Continuation of description triday 15th December 2011	
to your description!	
EBI Practice the following;	
Horizon Throwing These Horizon Throwing These Horizon Throwing These Horizon Throwing These Squeezing Squeezing Squeezing	
Also, include 3 more similes. 6. The cars below me moved as slopley) as a snail because I was up so high.	
E. The linds were as long as a Mosasaurus, a creature that rived around the time of the dinosaurs, it had soake like abilities that could sharply turn. Thirdly, grown all the way are the water looked lift spartly diamonds.	
Pupils act on spelling corrections	

Mark	Mark Scheme				
0	Did not answer question appropriately.				
1-4	Simple answer not organised Simple knowledge and little understanding , general information is given Judgement is missing or just stated with no supporting information				
5-8	 Gives an explanation but does not focus on what the question is asking. Is mostly organised although some parts are not clear Some knowledge and understanding of the topic is shown Mostly relevant and specific knowledge is given but some is generalised Judgement made but is not supported (Max 7 marks if only mentions bullet points) 				
9-12	Gives an explanation and is mostly focused on what the question is asking. There Good knowledge and understanding of the topic is shown Relevant and specific knowledge is used to support the answer Judgement is made with some reasons but is general (Max 11 marks if only mentions builet points)				
13-16	Gives a focused explanation that is entirely focused on what the question is askin Excellent knowledge and understanding of the topic is shown Precisely selected, relevant and specific knowledge is used to support the answer Judgement is made with specific reasons and supporting information (Cannot be level 4 if only mentions bullet points)	relating to exam			
vww	The answer was well organised. Some facts and key dates were included. Many facts and key dates were included. The answer was mostly focused on what the question was asking The answer was fully focused on what the question was asking Judgement is given with some support				
BI	The answer was organised. More key facts and key dates were included. There was more focused explanation that focused on what the question was est Relevant points/facts were included to support the answer Judgement needs to be supported				
hat could 1 a Deve Excer	de to improve this answer? lop your conclusion with more specific ient effort + answer. Be sure to lir the focus of the Q.	Supporting evidence. In each point back k			

C'	General is heavy forded as when it
	The pers the mice he kills that
S.	This preshadows that something but could
sl.	This foreshickows that something book asure happen in the Judice. V. good.
3)	Steinbern presents lennie as being
	they childish I know this because it
	Bur, "dragging it's bet a little the way a bear drag his power This given implies that Come is thread of working with the
	beer drags his pause this givene iniplies
- 0'	that (conice to shred of cualtury with
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	Steinbeck presenting him as a chief transce? lace of
-	a child : Innocence, lack of
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25/09/1	7 Something Jours Dict
	Something Jurone
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	Steinbeck presents Lennie as being childish. I know this because it says "dragging his jeet a little, the way
4	childish. I know this because it says
	dragging his jeet a little, the way
	a bear drags his pows. This grove im

Be All You Can Be

Feedback Policy



Appendix C: A guide to 'Perfect Presentation'.

Title and date both underlined. 9-10.17 Coastal Landscopes The UK's evolving physical landscape: Coastal change and conflict LO: To understand the factors ingluencing changes in coastal shape (Erosion, mass movement and weathering). Weathering takes place when rocks are attacked by the weather and environment where they sit (in situ). Erosion is the wearing away of the land - remaining the material loosened by weathering. Blue or black pen used for written tasks. Physical Weathering: Freeze than. 1 (2) water freezes and expands, water collects in nock crack forcing crack to widen When does the Atnig water freeze? when (3)(4)Ice thaws, Repeated expansion and contracts and contraction causes water gets deeper Further cracks into cracks again until rock Splits. Physical Weathering: Onion Sky **Diagrams and illustrations drawn** in pencil but labelled in pen Rock surface heats up and expands.

Strategies for peer and self assessment

Strategies for peer or self assessment	Key benefit(s)	Example of how and where it could be used in a lesson
 Encourage pupils to listen to pupils' responses to questions and presentations made in class and to ask questions on points that they do not understand. 	 Pupils think about what they have not understood Pupils publicly acknowledge that they can, and want to, learn from each other Promotes the idea of collaborative working – 'many brains better than just one' Can help establish 'working together' protocols 	 Whole-class discussion, making conjectures about comparison of data displayed in two pie charts. Pupils respond using whiteboards followed by episodes during which successive pupils add to or refute explanations Pupils research different alternative energy resources and make short presentations to the rest of the class about how each one works and its advantages and disadvantages. The teacher acts as chair and takes questions from the rest of the class, feeding them to an appropriate pupil on the presentation team
 Use examples of work from anonymous pupils and ask their peers to suggest possible ways of improving the work and how they would meet the learning outcomes. 	 Pupils see what success looks like and explicitly identify the features that make for a good piece of work Helps moderate shared understanding of standards Sets benchmarks for target setting 	 Pupils are given some solutions to a problem and asked to evaluate the efficiency of the strategies chosen, to identify errors and make suggestions for improvement Pupils are given some background and results from a particular scientific enquiry and a set of results. Before writing their conclusion of the enquiry, pupils are shown examples written by other pupils and discuss which is the better conclusion and why The teacher uses a piece of work that is not perfect but is about the standard that the pupils might achieve. Pupils work in groups, using the criteria to agree the level
 Ask pupils to use the expected outcome to comment on strengths of each other's work and to identify areas for improvement. 	 Pupils identify their own strengths and areas for development Pupils are sometimes more receptive to constructive criticism from peers than from the teacher Helps moderate shared understanding of standards 	 The whole class evaluate and revise an anonymous written draft explanation interpreting the data given in a graph or chart. Pupils then work in pairs and fours to draft, evaluate and jointly revise similar explanations for other charts
 Ask pupils to 'mark' each other's work but without giving them the answers. Instead, ask them to find the correct answers from available resources. 	 Helps pupils distinguish between learning objectives and learning outcomes (and how to 'come up with the goods') Helps pupils recognise a range of alternative appropriate responses Promotes research and independent learning 	 Pupils share their conclusions to an enquiry and discuss what might improve each other's work
 Ask pupils to write their own questions on a topic to match the expected learning outcomes and, in addition, provide answers to others' questions. 	 Helps pupils distinguish between learning objectives and learning outcomes (and how to 'come up with the goods') Helps pupils recognise a range of alternative appropriate responses 	 At the end of a topic of work, the class generates its own end of topic 'test', with mark scheme using the expected outcomes for that topic and their own books and textbooks as a resource
 Ask pupils in groups to write five questions and, following whole-class discussion, identify the best two from each group (to generate 10–12 questions, e.g. for homework). 	 Pupils gain confidence as they create their own questions and answers Helps pupils recognise a range of alternative appropriate responses 	 A 'checking progress activity' at the end of an important section of work within a topic
 Ask pupils to analyse mark schemes and devise their own for a specified task. 	 Pupils are able to reflect on what the key aspects or ideas in a unit of work or task are, and refine their own interpretations of requirements and possible pitfalls Helps pupils recognise a range of alternative appropriate responses 	 The whole class evaluate short responses to the 'explain' part of a test question interpreting the data given in a graph or chart. Pupils make a judgement as to which responses would gain the mark in the test The teacher sets homework then asks the class what the success criteria will be. Following completion, the work is peer-marked The teacher constructs an exemplar copy of each topic test with model answers and shows this to pupils when returning their test papers, allowing time for pupils to compare their answers to the model ones
 Ask pupils to decide whether they think an answer is reasonable, whether they can add to the answer, or whether they would have given another answer. 	 Pupils can evaluate the validity of statements and generalisations and discuss common mistakes and misconceptions Helps moderate shared understanding of standards 	 Pupils discuss the validity of general statements, and whether they are sometimes, always or never true, e.g. <i>multiplication makes numbers bigger</i>, or <i>if a square and a rectangle have the same perimeter</i>, the square has the greater area, or 2n - 3 = 3 - 2n Pupils are shown anonymous answers to particular test and exam questions and asked to improve or expand on the answer given
 Encourage pupils to develop assessment criteria for periodic assessment tasks. 	 Helps pupils focus on what they need to produce or demonstrate to have their achievement recognised 	 As an extension to a starting point activity in a new topic, having found out what pupils already know ask them to speculate about what they think they might need to learn about next
10. Ask pupils for their level of confidence with a particular piece of work.	 Pupils can identify productive areas on which to focus their efforts and develop mastery of particular concepts and skills 	 The teacher asks pupils to 'traffic light' concepts for a particular piece of work. Green is 'happy'; amber is 'not quite sure'; and red is 'very unsure'. Greens can then support ambers and reds. Many red marks mean more in-depth teaching is required

<u>Teacher Toolkit – 7 Tips for Peer and Self-Assessment</u> https://www.teachertoolkit.co.uk/2017/05/18/peer-assessment/

1. Have a clear assessment criteria

Make sure that you are crystal clear what makes a piece of work successful. Language must be kept factual; anything that is open to interpretation can complicate the process. In an art lesson, saying 'you have used at least 3 different tones (highlight, mid-tone and shadow)' is often easier for a student to understand than 'effective use of tone'. Tick boxes and checklists work particularly well, especially with younger students.

2. Develop the assessment criteria with students

Rather than just providing an assessment criteria, have the class get involved with creating it. This will get them to take ownership and they are likely to develop a much deeper understanding of how to make progress. It also means that it will be written in "pupil speak", so less chance of confusion!

3. Use anonymous examples of work

This can be particularly helpful for assessing creative work, when pupils can be self-conscious about sharing personal work with the class. Alleviate this stress by collecting together examples of work done by a previous class (make sure there are no names on it) and use that as the basis for your assessment. Pupils could rank the examples from most too least successful and create a success criteria without the fear of offending their mates.

4. Vary the work they assess

If your Pupils are in a seating plan and mark their neighbours' work, then they will often be critiquing work of similar quality. If they are different abilities this could be quite demotivating and it won't really challenge them. Instead, mix it up, laying the work out randomly on the desks before the pupils come in means that they see something different each time.

5. Model responses

If left to their own devices many pupils will just try to get away with writing, "it's really nice" as their feedback, which is no use to anyone! If you provide pupils with clear frameworks to use it can have a huge impact on the quality of their feedback and therefore their learning. Using a sentence starter such as "In order to improve you need to.... so that..." ensures that pupils give specific examples of areas for improvement and explain them fully.

6. Allow time to respond

Don't use peer/self-assessment as a plenary task right at the end of your lesson. In order for feedback to have proper impact pupils must have a chance to digest it and to make changes in response to it. Restructure your lessons so that the assessment takes place at the midpoint. Then return to it at the end of the lesson to review progress.

7. Provide feedback on their peer/self-assessments

Once pupils have completed a peer/self-assessment task, don't just move on straight away. Spend time with the class discussing the quality of the feedback they have given. Get pupils to read out what they have written and have the class critique it and suggest further improvements. This will get pupils to really understand how to structure their responses. By providing feedback and spending time on it you will also help pupils to see it as something important, rather than a tick box exercise.

Appendix D: Examples of effective peer and self-assessment techniques

A Visit to the Theatre- Imaginative Writing **Example 1: English** Success Criteria - pupils are given clear success Colour criteria for peer assessment. Writing Skill: Code We & hard the trumpets sound = & (We't hard the prompts sound = & (We'th is a signal is about to short) he an it on actor rise from hera, the stage signs a the top of their sore. the stage signs a the top of their sore. (Atoos herping coming = in and out the little hold. As is we when it is helpsu sor then I = 2 = Hairs later ...) Organised their writing into paragraphs correctly Used an effective verb Used an interesting adjective Used a simile Used a time connective Used an adverb EFS been Appealed to the reader's senses "It's been 2 hours and is. "Interreging as it as than it started. Me and James always pray a little gene to no matter what pray it is. The game is you have to spot as many pid parties as you can Its winning It-2. I who ever wins gets 3 shirtings. Used capital letters correctly? Used full stops correctly? Used commas and other punctuation marks correctly? WWW you have described which it was WWW you have described which it was Used full stops correctly? fine in First Person Pt This 5:00 fm, the play has Sadly sinished Everyone was still ensaying it , it's provably the best play sure personner at the grabe. It your alway's magnetic generations ra-EBI Try SPACING. The first Roge out More and try adding a simile To your in the general galance room your always last as however your the surthest away and when everyour loaves the gable lasts due and burilign Peer assessed by: Alvie Swarbrick, key similarity is that younge () n emen from weatthy families were placed higher up in the ranks. wealthy Example 2: History men - pupils are given clear success criteria who people Mer related to the GCSE mark scheme for peer as norma this meant the quality of Officers was very unreliable. Similary in the 1700s, more recruited but they be now mainly focused on the ability of the soldier. other than their wealth. This was because the we officers were unreliable in their wealther ability. Paper 1, Section B: Q3 Explain one way...is similar/different to... Mark scheme Mark Did not answer question appropriately. Simple general comment is given about a similarity/difference
 Simple and non specific information is given about the time periods Specific information about the time periods is given to explain the similarity/difference Specific information about the topic and time periods is given to support the answer 3-4 A specific similarity or difference is identified
 Specific information about the time periods is used to support the answer
 Key historical terms used www cific information is given about both time periods A similarity or difference is identified
 Specific information is given to support answe EBI Key historical terms used Specific information about both time periods is used What could I add to improve this answer? Total score the nobility. out of 4:

Appendix E: Example of departmental whole class feedback crib sheet

