



MARKING AND ANNOTATION POLICY

Person responsible for policy:	Katy Wadsworth
Date approved:	September 2025
Review date:	September 2026

Contextual Information

Park Lane School forms part of Cheshire East LA'S provision for pupils with severe and complex learning difficulties, which includes pupils with additional physical and sensory impairment as well as those pupils with Autism Spectrum Condition and those who have additional medical conditions. . The school is situated within Cheshire East with a catchment area that includes Congleton, Wilmslow, Knutsford and Poynton.

Mission Statement

Partnership, Learning and Success for All.

Rationale.

Feedback to pupils is essential in ensuring they know they have done good work, tried hard, achieved or exceeded their learning or personal targets. Feedback in Park Lane school is given in a number of ways including verbal praise, written comments, photographs, certificates, rewards, stars, house points and merits.

Written annotation on pupil work is a means of giving pupil feedback on their learning, progress and achievements aswell as providing teaching staff with a means of assessing pupil progress and planning the next learning steps for pupils. It is essential that annotation is used consistently across the school so that it forms a tool in assessing and planning each pupil's learning outcomes.

Aims.

- To ensure all pupils are challenged and aspirations for all pupils are high.
- To ensure pupils achievements are celebrated.
- To support pupil learning and to provide them with clear support in their next steps in learning
- To ensure marking and feedback is clear, useful and relevant



- To be a tool in raising pupil self-esteem
- To provide a means of assessing pupil progress and in planning for pupils' next steps in learning
- To have a clear system of marking and annotation that can be used by all staff.

Guidance.

This guidance is to be used alongside the school Teaching and Learning Policy.

Written annotation should be used on all pupil work that is recorded including work recorded using symbols and photographs. In particular annotation should be evident on all recorded work in English and Mathematics.

Annotation should be:

- Clear and legible
- Written in purple ink
- Related to pupils' individual learning targets or lesson objectives.
- It should focus on pupil progress and achievement.
- Positive and supportive, recognising what the pupil has achieved or tried hard to achieve.
- The written comments should be shared with pupils using communication methods that ensure pupils have maximum opportunity to understand what is being said to them. Teachers have all been equipped with ink stampers to use on pupils' work to indicate achievements and as notifications for when verbal feedback has been given. Replacement ink stamps can be found in the office.
- Feedback should involve individual pupils and encourage them to identify their own achievements where appropriate.
- The table below shows the Standard Annotation Codes for Park Lane School

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Code	Use of Code in Annotating Work.
I	Independent-work was completed without any help including gestures.
VP	Verbal prompt-pupil was given verbal/signed instruction as to what to do.
GP	Gestural prompt-pointing or gesturing as to what to do
PP	Physical prompt-specify degree of physical support given to pupil (e.g. hand over hand, physical support at elbow.)
CO	Choice of-pupil given a choice of equipment(e.g. choice of 2,3,4 symbols)

This policy is to be reviewed annually