



Dear Parents / Carers

RE: Marking and Feedback

I hope that your child has enjoyed their return to school and has appreciated being back in the classroom with their peers and teachers. After such an extended period of remote learning, we are all keen to engage students in a curriculum that will support their progress and address any key areas of development.

The school has implemented a wide range of health and safety procedures in response to government guidance to enable students and staff to work safely together. Inevitably, these procedures will have some impact on the usual day-to-day routines and subsequently there have had to be some adaptations to the teaching and learning provision that is now on offer.

In particular, I would like to draw your attention to our new guidelines around marking and feedback. In accordance with the government guidelines, our own school risk assessment deems that *pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development*. To reduce the amount of time that resources are shared across teachers and students, the following recommendations are now in place:

- Students should have an exercise book for each subject and teacher (where there are split classes)
- Where possible, the amount of time that a book is taken home and brought back into school should be reduced. If a book can remain in school, safely stored in the classroom, then this will become standard practice.
- If a student takes their book home and returns it to school to be marked, then the teacher will leave 48 hours between the student handing in the book and the teacher handling the books to be marked.
- Home learning will continue to be set via SMHW and should be submitted online, where possible. Feedback to home learning tasks will also be given via SMHW / online using TEAMS where possible.

To avoid staff taking books home for marking, 'whole class feedback' will now be utilised as standard practice within the school, across all subject areas and staff. This will avoid too many notations being made in each student's book. This will also ensure a more efficient use of time; lessons will be planned in more detail to respond to the feedback and to provide opportunities for each student to respond to their key areas of development. This form of assessment as part of the learning process itself – rather than simply an end product – encourages students to take ownership of their own learning. This level of independence is a key area that we



are keen to further develop and promote after the successful engagement of many of our students during the remote learning phase.

If you have any queries regarding the teaching and learning provision, please do not hesitate to contact me at the school.

Best wishes,

Lucy Fyfe (Assistant Headteacher: Teaching, Learning and the Curriculum)