

## **Response Policy**

### A WHOLE SCHOOL RESPONSE TO STUDENTS' WORK

Governors Committee Responsible for the Policy:	<b>Standards and Curriculum</b>
Date Policy Approved:	<b>March 2010</b>
Recommended Review period:	<b>2 years</b>
Date for review:	<b>February 2012</b>
Leadership Team Role Responsible: for Operation of the Policy:	<b>Assistant Headteacher, Teaching and Learning</b>

### **Introduction**

This policy sets out how Carisbrooke High School responds to students' written work across the curriculum in a consistent manner.

### **The Aims of the policy are:**

- To promote accuracy and good presentation in students' work across the curriculum.
- To ensure that all teachers respond regularly and meaningfully to students' written work, showing how progression from one level to the next may be achieved, using assessment grids/level descriptors at all key stages within the AfL framework.
- To move the learning of the students on as a result of the work responded to.

### **The Policy**

The School will ensure:

- All work is to be responded to promptly and formatively: if it is an ongoing major piece of work (ie. Coursework) then it should receive appropriate feedback through individual discussion or group work (aiming for every two weeks).
- Each subject area should identify 6 major pieces of work which are deemed to be "milestone assessments". These collectively and progressively inform the 6 weekly Current Predicted Grade (CPG) which is the grade students are expected to obtain at the end of the programme of study.
- Each milestone assessment should be marked with a CPG which should have been explained to the student beforehand.
- Each milestone assessment should have a comment which should acknowledge the effort, success or strength of the work plus the setting of a specific target for improvement in terms of content, style or accuracy.
- All teachers should mark work for technical accuracy but should avoid smothering a piece of work with corrections.
- All teachers should give adequate time for students to read comments/marks and to do corrections, where appropriate, immediately on return of work. Students also need time to record their target for improvement for themselves in an appropriate place (usually as a learning target in the diary planner).

### **Supplements**

Homework Policy  
Literacy Policy  
Numeracy Policy