

The Swan School Policy: Feedback

Aims:	<ul style="list-style-type: none"> ● To show students how to progress, including how to edit, redraft and improve work ● To ensure that students are completing class work and homework consistently <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> ● Monitoring work for completion and presentation ● Providing meaningful feedback and targets for students to improve their work
Targets/ Outcomes	<ul style="list-style-type: none"> ● Excellent progress and attainment for all students ● Exercise books are extremely well presented demonstrating that students take pride in their work.
Definition:	<ul style="list-style-type: none"> ● Feedback refers to the guidance teachers give to students about the quality of their work, and how to further improve it. This may take the form of: <ul style="list-style-type: none"> -whole class feedback -verbal feedback -written feedback in books -peer or self feedback, based on a set of criteria guided by the teacher -monitoring work for completion and presentation
Roles and Responsibilities:	
Students will:	<ul style="list-style-type: none"> ● Read and respond to teachers' feedback on their work including completing follow up activities ● Use green pen to self and peer assess work during lessons ● Meet all expectations in terms of completion and presentation of their classwork and homework
Teaching staff will:	<ul style="list-style-type: none"> ● Give feedback in line with the department policy including type and frequency ● Monitor students work and challenge them when this doesn't meet the appropriate standard ● Ensure that the student's exercise book is up to date and contains all the work they have completed. ● Mark assessments and input students' % marks during the assessment period
Parents and carers will:	<ul style="list-style-type: none"> ● Monitor their child's homework and planner and sign the planner weekly ● Ensure their child submits high quality work and meets all deadlines ● Make appointments with subject teachers if there are any issues that need addressing
SLT will:	<ul style="list-style-type: none"> ● Carry out regular book checks to monitor the quality of work and evidence of feedback in line with department policy ● Support staff in training and following procedures for consistent application of the policy ● Implement, monitor, review and revise the policy with Governors
Related Docs:	Teaching and Learning Policy Assessment Policy

Monitoring Date:	Monitored By:	Full Review Due:	Review By: