



### Marking for Literacy Policy

At Isaac Newton Academy our consistent approach to marking supports the development of students' literacy skills and helps to improve the quality of their writing. All teachers and LAs are teachers of literacy and have a responsibility to ensure that students are able to:

- write in grammatically accurate, Standard English
- use a wide, ambitious, appropriate vocabulary
- spell correctly, including technical or subject-related vocabulary
- use the full range of punctuation appropriately
- paragraph correctly
- develop their ideas fully
- edit and improve their writing

All staff receive training to ensure a consistent understanding of and expectations regarding the above. The following symbols are used when marking written responses to indicate clearly to students what they should focus on in order to edit and improve their writing:

Symbol	This means:
<b>G</b>	Rewrite this sentence so that expression is more grammatically accurate
<b>V</b>	Use a more precise or ambitious word
<b>SE</b>	Use Standard English
<b>Sp</b>	Check and correct the spelling
<b>C</b>	Find and amend the missing or misused capital letters
<b>P</b>	Improve the punctuation to make the meaning clear
<b>T</b>	Check the tense
<b>/</b>	Mark where the sentence should end
<b>//</b>	Mark where the new paragraph should start
<b>^</b>	Include the word(s) that has been missed out
<b>+</b>	Develop this point further

A copy of the above definitions is published in the student organiser and displayed in every classroom. These symbols are also used to support peer and self-assessment.

A differentiated approach is taken to marking for literacy for students with special educational needs. This could include the teacher focusing his or her marking on a different aspect of the above every half

term, according to the specific needs of each student. Teachers will be given guidance by the SENCO at the beginning of each half term.

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