Merley First School Feedback Policy

Version	1.4
Approving Body	Headteacher
Date issued	January 2026
Review date	January 2027
Owner	Headteacher
Applies to	Trust Schools

Version	Date	Reason
1.0	May 2017	To establish a Trust wide policy
1.1	February 2020	To develop a model policy
1.2	March 2021	To update model policy
1.3	November 2022	Reviewed and updated by T&L Network
1.4	January 2026	Reviewd and updated by Headteacher

Feedback

1. Purpose of feedback:

- To move learning forwards
- To target the specific learning gaps that pupils exhibit
- To identify and correct errors and resolve misconceptions
- To support all pupils in reflecting on their learning
- To inform all pupils of their progress or achievement
- To inform planning

2. Feedback must be:

- Accurate and actionable
- Succinct and accessible to all
- Timely and specific (focused on the task, subject and/or self-regulation strategies)
- Acted upon by pupils during lesson time wherever possible

3. Feedback must not be:

- Excessive
- Intrusive
- Focused on learners' personal characteristics
- Vague

4. Feedback should be a balance of:

- Individualised, whole class, group and peer to peer

5. Remote learning

Feedback is equally a vital part of remote learning and should mirror in-school practice.

Guidance if using symbols and colours to identify common themes:

A = Assisted (TA or teacher support)
S = Spelling (an appropriate number of spellings to be addressed for each task, starting with the most basic)
P = Punctuation
G = Grammatical error (to include tense, missing/incorrect word or agreement)
// = New paragraph
Pink = Correct (pupil and adult)
Green = Needs improvement as indicated by an adult
Purple = pupil improvements after feedback from an adult
Pencil = pupil's independent improvements