

Boxgrove and Kidbrooke Park Primary Schools and Kidbrooke Park Learning Centre

Marking Policy Update: *Coronavirus Appendix September 2020*

Boxgrove Primary and Kidbrooke Park Primary Schools have very strong marking practice and our usual school policy remains in place. Our responsibilities the feedback to pupil's learning remains largely unchanged.

This appendix therefore details the ways in which our existing policies are adapted until further notice. It will be removed once the school operates without a threat of Covid-19.

Key amended points:

- Staff to be reminded to wash hands frequently when handling pupils' books (such as for marking) and to avoid touching their face.
- Gloves are available to staff upon request for marking when the children are not present.
- Children/monitors must not give books out to peers in their bubble. Instead all books required for the morning and then afternoon should be placed in advance by teaching staff.
- Marking policy to apply across all subjects.
- Peer marking **must not** take place until further notice due to the risk of cross contamination.
- Where possible, marking should be done on the school site to avoid transporting items from home and school.

School staff need to ensure that children in their designated bubbles are:

- following school instructions on hygiene, such as handwashing and sanitising
- following expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes
- informing an adult if they are experiencing symptoms of coronavirus

Social Distancing

To ensure social distancing the following procedures must be adhered to:

- Single desk use – children will be given an allocated place to sit and will share a desk with one other child. All children will sit side-by-side and will be forward facing. Books placed on their table ahead of the lesson.

Breaches of this policy

If any member of staff breaches this policy, they must report it to the HoS as soon as possible, so that the mistake can be rectified, and school processes can be improved where necessary.

This policy will be reviewed as required while social distancing measures remain in place. All staff are encouraged to bring to the attention any additional points that need to be considered.

Written by: Catherine Gould and Rachael Clare

First made public to staff and parents:

Last reviewed:

Agreed by Chair of Governors: