Having marked pupils’ work it is our expectation and a part of our Marking Policy for teachers to keep a record in a mark book, so that it this information can be communicated to others, to inform your teaching and plan the next steps.

Traditionally this was in a book / planner, however, many staff prefer to use a digital one. The choice is entirely up to you.

Mark books containing lists ticks might show that pupils have completed work, but what information do they provide about how well pupils are progressing? Focus on recording data that is useful for improving pupils’ outcomes and maintaining good behaviour for learning. If the recording of data serves no useful purpose there is no point in collecting it.

1. **Share as a department everyone’s mark book / record keeping.**
* What do people choose to record?
* Are people recording the same / different things?
* Why do they record these things and not others?
1. **Consider and agree as a Department / Faculty how you record / keep / use the following:**
* Reading / Spelling Ages
* SEND information
* Pupil Passports
* PP information
* Attendance in lessons
* Forgotten books
* No equipment
* Homeworks set
* Homeworks not completed
* Lates to lesson
* Low level disruption
* Assessment data
* Target grades (at KS4)
* Requests to use the toilet
1. **Agree as a Department / Faculty the information you need to record as a minimum for consistent practice.**
2. **Agree to revisit this at a later date / calendar it.**