

**Maisie – guidance for annotating work:**

Please ensure that all of’ Maisie’s work is annotated to support assessment and monitor progress.

Literacy or writing tasks:

* Highlight any writing in pink if Maisie was given the spelling or used predictive text.
* Highlight is writing in yellow if it is Maisie’s own attempt at spelling.
* Highlight in pink if Maisie has been given input with punctuation.
* Highlight in yellow if Maisie has put in her own punctuation

We need to annotate Maisie’s writing tasks in order to establish whether she is developing her ability to structure sentences, paragraphs or any other writing tasks.

Put comments either at the side of the page, or on a post-it note if you prefer, that explain how much help Maisie has had. For example:

* Maisie required lots of prompts to sequence her ideas or thoughts
* Maisie could think of sentences but needed help with spelling
* Maisie could not recall the vocabulary so we used the word bank
* Maisie required a few prompts but wrote this independently
* Maisie used ideas from the whiteboard to generate her sentences but worked independently
* Maisie worked with a partner who helped her to structure her sentences
* The work was scribed for Maisie however the ideas are entirely her own
* Maisie completed the work without any adult support at all as she used the predictive text independently

Also make a note of:

* How long the task took eg. five minutes
* If the task had to be completed on another occasion

In maths it is also important to annotate Maisie’s work. You might make notes on the following:

* Maisie needed help from the adult to set out her sums / draw a diagram but did not need any help with calculations
* Maisie required an adult scribe to complete the last few sums and speed her up
* Maisie completed the task independently using ICT
* Maisie needed help with the maths problems in order to decide how to tackle the problem in step-by-step approach
* Maisie was able to complete all of the sums at the same pace as her friends
* Maisie needed help to read the maths problem and work out what to do
* Maisie found it difficult to interpret the diagram

Remember these are just some ideas – you should make a note of anything you feel is significant that helps us to assess her progress and to find different ways of working that suit her needs.

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