

BEREWOOD PRIMARY SCHOOL



Display and Presentation Policy

June 2021

Revised by School	June 2021
Responsible Person	Ricky Leigh (head teacher)
Responsible Committee	Full Governing Body
Ratified by GB	June 2021
Next Review	Summer 2024



BEREWOOD PRIMARY SCHOOL

A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

DISPLAY AND PRESENTATION POLICY

Purpose of policy

The purpose of this policy is to:

- Make clear to all governors, staff and parents, the school's approach to the display and presentation of pupils' work and ensure a consistent and agreed approach
- Assist in raising standards and expectations

Aims of the policy:

- To acknowledge effort, celebrate achievement and value the work of all pupils
- To set standards and raise expectations- all children should display work that is their “best possible”
- To create a positive and welcoming environment for all
- To support learning and teaching
- To ensure that there is consistency and high standards in the presentation of work
- To encourage children to value and be proud of their work, and their achievements
- To ensure an agreed approach to using exercise books

Roles and responsibilities

- The Head teacher and subject leaders are responsible through monitoring, up-dating policies and leading good practice.
- Displays will be monitored by the head teacher and Senior Leadership Team on an on-going basis and during lesson observations
- Presentation will be monitored through work sampling by the head teacher and Senior Leadership Team, subject leaders and class teachers
- Standards will be monitored through subject work scrutiny by the head teacher and Senior Leadership Team, subject leaders and class teachers
- Teachers are responsible for:
 - organising all relevant materials,
 - implementing the policy,
 - ensuring handwriting and presentation is taught within a structured and developmental programme
 - ensuring high standards in presentation of class and other displays.

Principles for presentation

Children should know that the way they present their work is important. Consequently, we have agreed the following principles about presentation across the curriculum:

- Teachers will make clear the standards of presentation expected and share examples of work which model good presentation, including their own work and use of technology
- Skills of presentation are taught explicitly to pupils. The first weeks of each academic year are very significant in securing this.
- Date, miss a line, title, miss a line (Not Underlined)
 - Green tick when done correctly
- Pupils from end of key stage 1 are expected to write the date and learning objective at the start of each piece of work (Year 1 are introduced to this during the year and have printed or teacher written support until they are ready). Teachers use their professional judgement when it is appropriate but will ensure that all work is annotated to show this. See below:
- Stick in a We are learning to (WALT): YR, Y1 and transition to written WALT during in Y2

- Written WALT: in (Y2) Y3-Y6
- Learning Questions in foundation subjects (No WALT)
- Neat trimming and sticking
- We aim for all pupils to move to a handwriting pen during key stage 2 except in maths books
- For use of rubbers and children's own correction of their work, please see marking policy.
- All year groups use pencil only for illustrations and diagrams
- In general, pupils should draw a line under their last piece of work and / or leave a space before starting the next piece of work.
- Handwriting is taught systematically in all year groups, using a cursive handwriting style.
- Children in the Early Years Foundation Stage and in Key Stage 1 use a variety of tools to explore writing and mark making, as appropriate. This is celebrated and highly valued.

Principles for display

In all year groups, stimulating and relevant displays are an essential part of the learning environment. They may tantalise about a new area of learning, stimulate enquiry and investigation, support teaching and learning, consolidate knowledge, celebrate achievement, and value work. It is essential then that all children know their work will be displayed at times, and that they are praised for high quality work for display. All displays illustrate a concern for quality and excellence. Work may also be displayed in the school website, in accordance with policies for child protection and use of photographs on the internet.

We have agreed the following principles about display across the curriculum:

- Display materials and a bank of coloured borders and backing papers will always be available, are centrally kept and available to all, and include a range of good quality paper, lettering, artefacts, plants etc. This collection will increase as the school resources grow
- Displays in class should always include literacy and maths working walls, and will evidence a selection of essential vocabulary, questions, prompts, illustrations and targets
- Work on display reflects the continuity and progression in learning across the school
- Displays and work on display should reflect the diverse range of pupils attending our school and British society at large
- Other subjects should also be displayed during the year and according to topics and themes being taught.
- Displays should be changed a minimum of once each term
- Displays should be carefully planned
- Throughout the school, we aim for at least one piece of work to be on display for every child
- All work is named, but includes first name only. For GDPR and child protection reasons work on display should follow the wishes provided by parents on registration of their child at Berewood with regards to the use of their names and images on displays in school, on the website and in the press.
- Corridor displays should have a title or label
- Displays do not have to be confined to the display board, but care must be taken when removing materials so that the paint work is not affected
- Teaching support staff may be involved in the preparation of displays

- All staples / fixatives must be removed at the end of each academic year

Monitoring and Evaluation

This policy will be reviewed by all staff and Governors as part of the 3 year policy review cycle.