



Caversham Preparatory School

Policies and Procedures

702 Display Policy

Display Policy

Introduction

At Caversham Preparatory School, we aim to create an environment which complements our curriculum and creates an inspirational space for children to work in. Through creativity and interaction, our learning spaces will support and extend the children's knowledge, skills and understanding. There will be a balance between learning walls and celebratory walls where work representing the whole of the curriculum has been specifically selected to represent a range of abilities but all of which represent commitment and effort.

Aims

- Encourage pupils to have pride and confidence in their work and achievements by demonstrating that we value their work and learning.
- Create a learning environment that stimulates interest and discussion to challenge children's knowledge and understanding of the world.
- Encourage respect for the school environment and actively work to ensure it is an enriched place to work and learn.
- Celebrate achievement and raise self-esteem for all.
- Use display and resources to positively impact on learning; through consolidation / reminder of previous learning and introducing new information & knowledge.

Guiding Principles

- Pupils' work on display boards should significantly outweigh other display resources.
- Display should be carefully planned for and time built in for children to produce final pieces of work of a high standard.
- Pupils' work for displays should be measured against his/her standards and should bear their name.
- Classroom & corridor curriculum displays should be changed termly as a minimum. High quality displays can be recycled and moved to other areas of the school.
- Boards outside classrooms should include a label or description and stating year group.
- All classes should have English and maths working walls, which are updated daily/weekly.
- When displays are changed, worn or faded backing should be replaced and recycled.
- Displays should be maintained to ensure that they do not become tatty or ragged.
- A variety of 2D and 3D work and display should be included in classrooms and around the communal areas.
- Some displays should include the processes and not just the finished product. (DT/Art)
- Photographs may be used to record 'work in progress'.
- Labelling should be clear and designed as part of the display to inform and enhance.
- Pupils' writing should be at an appropriate height for children to read where possible.
- All mounting should enhance the work displayed. It is your choice if you double back.
- All displays should have a border but it doesn't just have to be one colour or corrugated. You can print themed borders to enhance the display.
- Work can also surround boards but only attach using blue tac.



Caversham Preparatory School

Policies and Procedures

702 Display Policy

- No stapling into walls.
- Backing paper should be attached with a staple gun and can be any colour you choose.
- Work can be attached with a staple gun, blue tac or pins.
- Display cloths could be used in appropriate places.
- Table-top displays for 3D work is permitted.
- Washing lines can be used to display work.
- Work can be displayed on windows.
- Artefacts could be included as appropriate.
- Displays may be interactive and their purpose discussed with the children.
- Opportunities to display in the wider community should be taken advantage of, such as at Caversham Library.

Display content in classrooms

All classrooms must have displays for:

- Class Timetable
- Maths Working wall
- English Working Wall
- MFL Vocabulary
- Evidence of using Computing in cross-curricular subjects
- Art/DT
- Science
- Topic
- Handwriting Samples
- Age appropriate examples of punctuation and vocabulary
- Age appropriate number lines (Eg 1-10, 1-100, negative numbers etc)
- Classroom Rules/Contract

Display content in communal areas

All displays in the main entrance hall must be agreed by the deputy head teacher and put up complete (no ongoing displays).

Communal displays:

- School council Members/Minutes
- Eco Council Members/Minutes
- Welcome in different languages
- Seasonal Displays (Harvest baskets, Easter eggs, Christmas Art...)
- Themed Day/Week Displays
- Celebration Assembly
- Fundraising Certificates/Photographs
- School Snap Shots
- House Point Tracker
- SMSC



Caversham Preparatory School

Policies and Procedures

702 Display Policy

Responsibilities

It is the responsibility of the class teacher to keep classroom display current and in good working order. In Key Stage 2, the pupils can start to mount their own work and have input into how they would like displays to be completed in their class.

There may be times when teaching assistants can assist with displays. If you don't have your own TA, do ask in advance if a TA is available to help with backing etc. If displays are not a strength for some staff, they can work with other members of staff and can discuss ideas with the Art Co-ordinator or Heads of Department.

Classroom Organisation

It is the responsibility of the class teacher and the pupils to ensure their classroom is kept tidy and presentable. In the Reception Class, before care and after care staff are also responsible for keeping the Reception Class tidy and presentable. PPA cover teachers must ensure they leave the classroom as they found it.

All classrooms must have:

- All drawers labelled clearly with resources
- Labelled Resources not in drawers
- Maths Resources easily accessible for children to choose to use
- An inviting reading corner/nook
- An inviting role play area (YR and Y1 only) – changed half termly.
- Recycle Bin/Rubbish bin
- Year group Label on the door
- Roles and Responsibilities displayed

Monitoring

To ensure high standards for all areas of the learning environment, the heads of department will look at your classroom organisation and displays as part of scheduled lesson observations. If you see a display looking a little worn, such as borders falling off, then please just find a moment or ask a TA if they can rectify this.

Displays in communal areas are shared amongst the staff as follows:

Where?	Displaying?	Frequency changed?	Responsibility?
Large board outside Year 2	Year 2 Work	Termly	Year 2 teacher
Small board outside Year 1	Year 1 or 2 Work	Termly	Year 1/2 teacher
Door next to Year 1	British	Values/SMSC Display	Yearly



Caversham Preparatory School

Policies and Procedures

702 Display Policy

Where?	Displaying?	Frequency changed?	Responsibility?
Big board at the top of the main building stairs	Year 1 Work	Termly	Year 1 teacher
Small board at the top of the main building stairs	Evidence of fundraising Activities	After fundraising events.	Fundraising Lead
Triangular Board on the main stairs	Eco Activities	Termly or after events	Eco Lead
Big board in main entrance hall	House Points Display	Weekly	Music Teacher
Small board next to front door	Photographs	of	the curriculum in action
Long Door board next to Reception class.	Themed Weeks Work	Termly	Subject Lead for Theme Week
Big Board in Reception Cloak Room	Themed Weeks Work	Termly	Subject Lead for Theme Week
Half a big board in Reception Cloakroom	Eco Council Members/News	Termly at least	Eco Council Lead
Half a big board in Reception Cloakroom	School Council Members/News	Termly at least	School Council Lead
Tiny Bit of board in Reception Cloak Room	Value Award Display	Weekly update	Enrichment Lead
Board to the left as you walk in the Juniors	All Juniors – Communal Piece of Work	Yearly	All Junior Teachers
Board to the right as you walk in the Juniors	All Juniors – Showcasing Writing Display	When work warrants being on display	All Junior Teachers (English Lead Monitor)
Board to left as you walk up the junior stairs	Year 5 or 6 Class Work	Termly	Year 5 or 6 Teacher
Board to the right on the junior stairs	Year 5 or 6 Class Work	Termly	Year 5 or 6 Teacher
Year 3 and 4 Cloak Room	Year 4 Work	Termly	Year 4 Teacher
Year 3 and 4 Cloak Room	Year 3 Work	Termly	Year 3 Teacher
Small board outside Year 3 Classroom	Year 3 Work	Yearly	Year 3 Teacher
Tall boards outside Year 4	Year 4 Class Work	Termly	Year 4 Teacher



Caversham Preparatory School

Policies and Procedures

702 Display Policy

Where?	Displaying?	Frequency changed?	Responsibility?
Dinner Hall*	Heathy Lifestyle	Yearly	Curriculum Lead
Dinner Hall*To be put up	Values Display	Weekly/Termly	Curriculum Lead

The list above are suggestions and there is of course some flexibility. This has been written to ensure coverage of all year groups and different aspects of the curriculum and to make sure we all share the responsibility of creating and maintaining displays. Of course, if you have a fabulous idea for a display, just ask if you can take a class teacher's display down.

This policy should be read in conjunction with the [Teaching and Learning Policy](#)



Caversham Preparatory School

Policies and Procedures

702 Display Policy

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Teaching and Learning Policy

Quoted Legislation and Guidance

None

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
Andrea Hutchison	09/2019	
Andrea Hutchison	12.09.20	
Andrea Hutchison	10.09.20	
Andrea Hutchison	14.1.21	Update Formatting and change to our 11+ procedures
A Lawson	April 2021	Formatting and Updating Links
A Lawson	Sep 2022	Review and Formatting