



in God's hands

St Ignatius Primary School Classroom Organisation and Display Policy



Policy Originator	St Ignatius Primary School
Governor Responsible	
Status	Statutory
Last reviewed	October 2017
Ratified on	
To be next reviewed	
Signed	

Rationale

'The way in which work and other material is displayed and arranged in a school is more than a matter of convenience: it is a reflection of the atmosphere and attitudes that prevail there.'

The Arts in School- Gulbenkian report.

Quality of Teaching/Learning and Assessment

Teachers are determined that pupils achieve well. They encourage pupils to try hard, recognise their efforts and ensure that pupils take pride in all aspects of their work. Teachers have consistently high expectations of all pupils' attitudes to learning.

(Outstanding Descriptor- Common Inspection Framework Sept 2015)

Aims

The school's aims for the learning environment are:

- To value and enhance children's work
- Reflect the vision and aims of the school towards excellence
- To celebrate achievement
- To increase children's self esteem and pride in their work
- To motivate children by setting high standards to which they can aspire
- To create a stimulating teaching and learning environment- to challenge children's knowledge and understanding of the world
- To encourage aesthetic awareness and a positive attitude to our school environment
- Influence children in best presentation, personal organisation and general tidiness
- To arouse curiosity, pose questions and stimulate enquiry
- To reflect and value different levels of achievement and cultural backgrounds
- To inform and inspire parents, carers, governors, teachers and visitors to the school

Organisation

The learning environments of successful classrooms are calm, welcoming, stimulating environments where high value is placed on learning.

The visual environment is very important and should display work which is representative of all children and all levels.

Displays should reflect the taught curriculum, including dual language script and be changed regularly to sustain interest and discussion.

Everyone has a responsibility to ensure all displays are looking their best at all times and should correct or repair any damage done immediately when they see it.

There is a calm environment when:

- Children are on task
- Children are aware of acceptable noise levels for classwork and teachers help to maintain this by example
- Children are taught to tidy up after themselves
- Children know the teachers' rules and boundaries
- Classroom support staff and helpers work in a similar way to the teacher and collaborative planning reflects this
- Children have appropriate amount of room for the activity

The room is well organised when:

- Drawers and tidy areas are labelled so that pupils can be independent and know what goes where
- Storage areas are set up
- There is a clear furniture layout
- The room is kept tidy
- Windows are used for displays when appropriate- it is important that doors to classrooms are kept clear of posters/work for health and safety reasons.
- Book corners are tidy, inviting, well-resourced spaces for children to enjoy with appropriate labels/questions to invoke thought or discussion around reading

Expectations of Display at St Ignatius Catholic Primary School:

Consistency

It is important that there is a consistent approach to display across our whole school and each classroom has the necessary information displayed to support and aid our children's learning. Appendix 1 has a detailed list of what each classroom must have displayed. Communal boards will be shared amongst year groups but classroom remain the responsibility of the class teachers.

Displays encourage focus and curiosity and we believe that a good display should always/ have:

- A clear title
- A short explanation of the task/learning objectives that produce the work
- A year group label
- Vocabulary relevant to the focus of the learning
- All pieces of work labelled with the children's FIRST names (Child Protection).
- **Maintain high standards by mounting children's work at least once, taking care to ensure smooth cutting edges. Keep it straight!- always use a paper cutter, checking that the ruler is straight and in position first.**
- Pins should only be used to position work. The work should be fixed permanently to the display board by being stapled. The work should be mounted with care- taking time to ensure work is spaced out carefully/evenly and straight.
- A variety of 3D work as well as 2D work.
- Work should be displayed at children's level where possible.
- All displays and notices should have correct spelling, syntax and punctuation (there are exceptions on working walls where work in process by pupils may be displayed)
- Displays should be refreshed on a half-termly basis.
- Each child must have at least one piece of work displayed in the classroom.
- All work for display must have the child's name written clearly at the bottom right hand corner of the work- this should be word processed.
- All writing by adults must follow the school's handwriting policy- if need be rule lines and use light pencil guidelines to ensure it is straight.
- Any work displayed should be of a high standard and represent the stage and age of the child- photocopies are not to be used.
- Captions must be large, clear and mounted and should include the class name if work is being displayed in a communal area- if printing captions on the computer please choose a clear, legible font (There is currently no preference for font at St Ignatius as children should be exposed to all font styles).
- Borders should be refreshed and renewed when needed.

Health and Safety

- All guillotines should either be guarded/kept in a safe place and used by adults only
- Staples applied with a staple gun should be used, not pins
- When backing a board/putting up a display the health and safety advice for using ladders should be followed

- It is important that used staples are not sticking out of the wall and that anything which could fall is secured properly
- Staff need to be mindful of our child protection policy and protocols for safeguarding when displaying work and photographs

Whole School Display

Main display areas in the communal areas of the school will be changed on a termly basis. All displays in the main foyer must be agreed by the headteacher and put up complete (no ongoing displays). Work on display will reflect the current learning in the school. When returning for a new academic year displays should be up by the end of **week 3**.

Working Walls

The classroom learning environment for English and Maths is based on the 'working wall' approach where teachers modelling and prompts are displayed as part of ongoing learning in each classroom. There should be an interactive element in displays using this approach where children have the opportunity to interact with the display either during the main teaching input or as part of their lesson informally to extend their learning beyond the lesson. Teachers and pupils may write captions and posters by hand as part of the lesson, which are then put on the wall for reference. Handwriting should not contradict the cursive handwriting style.

Monitoring

To ensure high standards for all areas of the learning environment the SLT will complete learning walks each half term. The results of these will be written up for the 360 folders. Any advice/instruction regarding the learning environment must be acted upon immediately. Feedback will be given to individual members of staff.

Support is available for class teachers with displays from Aga and time should be requested via her in tray.

Non-Negotiables- Classroom

Stiggy display 'I can' statements - core learning skills board x2 .

The green planning board should display current plans and should be labelled (see diagram).

Prayer table should not be cluttered and should display all correct items.

PEE display should be evident in KS2.

Questionarium should be on display in every classroom.

VCOP display

Dictionaries/Thesaurus

Challenge Area

PEARL values display

Stay On Green chart

Current RE display

Working walls

4 Daily Prayers

OA/ONA/OPA cards

Golden Rules - should be on display

R/W/M groups should be easily found displayed in the classrooms.

Split folders- these should be easily accessible with work in them ready to go.

Visual Timetables- KS1/Foundation Stage

Well resourced/bright/labelled book corner

Welcome sign on each classroom door.

Mission Statement

WAGOLL area

3bsb4me poster

ABC cards