

## PRESENTATION OF WORK / DISPLAY POLICY

### St Thomas More's Catholic Primary School

#### RATIONALE

The quality of children's presentation of their work reflects their sense of pride and involvement in what they do. The care teachers take to display children's work shows the value they place on it, and well displayed work provides the opportunity to celebrate good efforts and achievements. Well-displayed work is also a means of teaching as it can make information easily accessible. Children need to be aware of who the audience for their work will be, as this will influence the presentation. Their work will at times be viewed by Subject Managers, Parents and Inspectors as well as by their teachers and peers. Children need to be taught about what is expected for different types of work and kept informed of the purpose and audience of what they are doing.

#### LINK TO MISSION STATEMENT

The need to present work appropriately is in line with the stated aim of our Mission Statement: **'to educate and inspire every child to fulfil their unique giftedness in a loving Catholic community'**.

#### AIMS

- to enable children to take pride in the presentation of their work
- to ensure that appropriate judgements can be made about children's work
- to celebrate children's efforts and achievements
- to achieve consensus of expectation based on audience and purpose of work
- to create a stimulating, informative and aesthetically pleasing environment
- to motivate the children and engage them with their own learning

#### OBJECTIVES

Staff will:

- follow the attached guidelines for presentation of work
- ensure that children know what is expected in order to present work in ways suited to purpose and audience
- ensure that all children have an opportunity to have their work on display
- involve children in having their work displayed to its best advantage
- provide a variety of materials for children to use
- enable children to develop skills of handwriting, word-processing, illustration
- help children to evaluate their presentation
- give children experience in using a variety of methods and materials including ICT

## MONITORING

The policy will, in part, be monitored as part of the monitoring of each subject by Subject Managers. The Curriculum Team will co-ordinate display work in shared and public areas and ensure that it is relevant and attractive. The mounting of these displays will be undertaken by Teaching Assistants with the necessary skills, who will be given the time to complete this task. The Curriculum Team will monitor children's workbooks as part of the school's Monitoring Timetable. Subject Managers will also monitor for their subject as part of work scrutiny.

## HEALTH AND SAFETY

Staff and children must consider safety when involved in preparing displays. They should not stand on unstable surfaces and only staff who have been appropriately trained should use the ladders and step-stools. They should also use tools appropriate to the task. Moving and handling of heavy items should be carried out in accordance with the school's risk assessment. Children should not use paper cutters unless they have been trained in their correct use and can be reliably expected to do this.

Reviewed by Staff – September 2015

Approved by Curriculum Committee November 2015

Review Date November 2017

## PRESENTATION OF WORK / DISPLAY GUIDELINES

The children will need to know and be taught about such expectations as:

- dating (short) and giving titles for work.
- Write Learning Objective (WALT) as title
- using the pages of their books in order
- position and direction of writing
- crossing out errors with a neat line rather than extensive erasing

From Y2 and up, most children will be able to do this independently and older children (Y3 and up) should use rulers to underline titles. Children in Years 5 and 6 should write in pen with blue ink (not ballpoint). Pupils with SEN will be supported with these requirements as appropriate e.g. WALT provided by teacher to stick in.

Books and paper should be selected as to their suitability to the task and older children can learn to use plain paper with guidelines for display writing. At drafting stage, children should be encouraged to focus on content and ideas and it should not be expected that presentation would be the priority at first draft stage.

All children are expected to look after their books and maintain them in good condition with no scribbling/doodling.

Children should be given some opportunities to experiment with different papers and writing implements so that they can make informed choices.

Displays of work should be clearly titled and with a border. Non-fade frieze paper and border rolls are available for this. Displays should be relevant, attractive and useful.

2D work should be mounted and attached with staples or blu-tack. 3D work will need a label. Children can be involved in displaying their work in ways suited to their age e.g. younger children can choose colours and titles, older children could take responsibility for a section of a display. However, Working Walls within classrooms can be less formal due to the frequent changes of content.

Displays should be changed frequently enough to relate to current learning. A variety of subjects should be covered through the year and there should always be a Religious Education display that is relevant to the current theme. Spiritual links/prompts should also be added to displays in other subjects as appropriate. There should be a good balance between displays for information and displays which celebrate children's achievement. If first draft work is included it will need to be annotated so that the context is understood. The general layout of the classroom is also important since a disordered classroom environment will detract from the impact of displays.

Work presented in public areas needs to be of a high standard and edited carefully to ensure that it is a good reflection of the quality of learning as appropriate to the age of the children.