



Display and Classroom Organisation Policy



Date	Review Date	Coordinator	Nominated Governor
Sept 2023	Sept 2024	Chair of the Governors	Rachel Bain

Headteacher:	Pamela Acheson	Date:	Sept 2023
Responsible Governor:	Rachel Bain	Date:	Sept 2023

Status of Policy:

The Governing Body of the Federation of Grewelthorpe and Fountains C of E Primary Schools adopted this policy in September 2023. It will be reviewed in September 2024.

1. Aims of Display and Classroom Organisation

We aim to:

- 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
- Influence children in best presentation, personal organisation and general tidiness
- 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 vocabulary & knowledge.

2. Expectations on Classroom and Common Area Displays

A high-quality learning environment has a direct impact on the standards and attitudes of the pupils in our school.

- Initial stimulus displays should be in place before the children return to school in the new academic year. These include:
 - Key questions and key vocabulary related to topics / specific subject areas
 - Accompanying questions to stimulate the children's interest
 - Table top displays of artefacts / books / resources linked to the curriculum
 - Book corners set up / labelled and books attractively displayed (possibly with canopied area to demarcate the area from the rest of the classroom and lighting to add interest)
 - As work is generated from the children this should be used to replace the majority of adult generated displays and resources.
 - Full display in classrooms should be fully in place by the first week back after Autumn half-term
- Displays should be carefully planned for and time built in for children to take forward work of the highest possible quality into display.
- 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.
- 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.
- Work should be attached with staples or blu-tack. Drawing pins must not be used to display work as they are a health & safety hazard.

3. What should displays contain?

General

- Thoughtfully and tastefully selected colours
- Borders made of purchased border rolls. Work on display should not overlap the border, unless as an intentional design element, as children's work should be thoughtfully positioned and spaced.
- Use fabric to add interest to displays and to ensure quality presentation (use expertise of other staff to support, where necessary).
- A high percentage of display in classroom should be pupils' work. Pupils' work should significantly outweigh other display resources (although these can be very effective in consolidating / extending learning).
- At a practical level, refer to displays when teaching to make meaningful links with previous learning / new learning. Display is not intended as decoration – it celebrates achievement, gives a wider audience to learning, reminds pupils of what they have learned / achieved, encourages higher standards through accessing the work of others and can enrich learning.

- Classroom displays should include: Topic (main topic eg. Ancient Egypt); Maths / English working walls; Phonics/Spelling; Science; RE & PSHCE; Children's groupings & class timetable.

Please do not use a display board for your personal organisational papers. These should be at close hand in a file. We want to maximise display space for children's work.

Non-negotiables

- All displays must have a title, open/closed questions, reinforcement of key vocabulary, knowledge, higher order questioning and appropriate labelling.
- All work should be neatly trimmed by using the paper cutters provided.
- High quality writing displayed across the curriculum.
- Support resources available eg a maths 100 square, number lines, place value charts, speaking and listening prompts, high frequency words.
- Evidence of ICT through displays
- Display visual timetable
- PE days and expectations of kit must be displayed.
- Fire evacuation procedures.
- Book areas that are tidied daily and regularly sorted either by a TA or pupil.
- Teachers are encouraged to delegate some responsibility to named pupils for the upkeep and maintenance of the classroom and general learning environment.
- Good routines for tidying away resources

4. Expectations on Classroom Organisation

• The overall effect of the classroom environment should be one of space and organisation. This sets a high standard of organisation and display which will support the further raising of educational standards and create a working environment which is attractive and stimulating. Please keep your classrooms neat and tidy. Use cupboard space to store teacher resources. Try to keep surfaces clear, other than for interactive displays for children.

This means:

- Piles of books / teaching resources / pupils' work should not be left scattered in disorganised piles.
- Do not hoard resources. When you have finished using them, they should be promptly returned to the resources cupboards/sheds so other staff can access them easily (please support colleagues by putting resources away properly in the correct place. If you are unsure, ask).
- Be selective in what you keep. Do not hoard junk and clutter.

- Cupboards and paper chests should be sorted out each term to maintain high levels of organisation and effectiveness.
- Teachers' desks should not be piled high with resources / paper or folders.

Develop organisation systems within your room and maintain them. Desks should be tidied and cleared at the end of each day to allow for cleaning.

- Storage mechanisms (files / plastic boxes etc) need to be in good condition and attractive.
- Chairs and tables should be kept straight and tidy and chairs tucked under.

- Clear routines and expectations should be established rapidly:

- Standing behind chairs (Y1 - Y6) to exit at lunchtime / end of the day
- Greeting the children (remembering to smile)
- Early work relating to basic skills teaching (maximising learning time)
- Class timetables displayed for each week and learning journey questions for the topic
- Packing away / tidying up
- Lining up outside classroom to ensure controlled entry
- Classroom monitors / Responsibility systems
- Stop signals (established phrases / sounds) and accompanying expectations - Working in a calm, purposeful and settled manner
- Moving around the building

- Classrooms should be fully set up for first lesson. If you are on a course and leaving work for a supply teacher the first lesson should be set up the evening before and a file of notes left for the supply teacher clearly labelled on the teacher's desk.

- Chairs under / tables straight before children leave the classroom (throughout the day as an established routine).

Please actively encourage and train children to take care of the learning environment and equipment. Train children to tidy up the classroom at the end of the morning sessions and at the end of each day.

- Labelling on trays, cupboards and equipment should be consistent in terms of the font used and quality of mounting.

Policy:	Display and Classroom Organisation Policy
Signed Chair of Governors:	<i>R Bain</i>
Governors Meeting Ratified:	September 2023
Review Date:	Autumn 2024
Review schedule	Annually

