



Believe. Achieve. Succeed.

Display and Presentation Policy 2012

Display

We believe that one way in which we can consciously control the kind of education which the children at Seahouses Middle School receive is by influencing and ordering the environment in which they learn.

Display is a means of:

- a) Acknowledging effort and celebrating achievement
- b) Arousing curiosity and stimulating activity
- c) Setting standards of quality and raising expectations
- d) Visually conveying something of the ethos of the school to visitors
- e) Imparting knowledge

Children produce a wide variety of different kinds of work. All forms of work, in all aspects of the curriculum will be displayed.

Work from all children will be displayed, not just from those with a particular talent. On occasions work which has mistakes in it will be displayed, as we value children's efforts even though they may not be perfect or as good as someone else's.

Mrs Donaldson one of our classroom assistants is responsible for displays. She liaises with teaching staff to agree on the theme of the display and collect any relevant pieces of children's work.

There are two main areas in school where work is displayed:

a) Corridors

Displays in the corridor are changed four times a year. Each year group is allocated a number of display boards and a particular area. Year groups rotate each area throughout the course of the year.

b) Classrooms

It is up to individual members of staff to decide how often displays are changed in their own classroom.

For display purposes children usually write on A4 paper which has no holes punched in. A lined underlay is used so that they can learn to write in straight lines. Work to be displayed is mounted. Ready cut mounts are purchased, which are reusable and come in a variety of colours.

For drawing or graphic representations children use lead pencil, coloured pencils, pastels, chalks, water colours and poster paint. Felt tips are not allowed unless the teacher feels these are the most suitable medium for the task.

Presentation Policy 2012

As a staff we agree that high standards of presentation lead to pupils taking a pride in what they do and an improvement in the quality of their work.

To ensure consistency throughout the school, every piece of work should have:

- a) the date written in words, e.g. 9th September 2012 and underlined with a ruler.
- b) an appropriate title, underlined with a ruler.
- c) mistakes crossed out with one line only through the error.
- d) no tippex to be used in any piece of work.
- e) after missing a line after each piece of finished work, pupils must neatly rule off across the page.
- f) the front cover of each exercise book should contain the pupil's name, subject and class and nothing else. Pupils must take responsibility for backing the exercise book if this is not the case.
- g) diagrams should be drawn using pencil and labelled in pen.
- h) coloured pencil should be used for colouring in.
- i) neat, legible handwriting:
 - using pencil at the beginning of Year 5 & moving on to pen when appropriate.

Parents are notified of the presentation policy so that they can help to ensure that work done at home follows the guidelines.

A poster "Presentation of our work" (see Appendix 1) is displayed in all classrooms to remind children of the rules for presentation.

Presentation of our work

- We start every piece of work with the date (in words) and the title, both underlined with a ruler.
- Apart from at the beginning of Year 5, when a pencil can be used, all of our work is in dark blue or black pen.
- Our diagrams and pictures are drawn in pencil and we use coloured pencils for colouring in.
- If we make a mistake we put one line through it. We never scribble and we don't use Tippex.
- We do not write on our book covers or folders – they just have our names, the subject and our class.
- Our handwriting is neat with letters all the same size, which sit on the line and have capital letters which are bigger than lower case letters.
- If our work is not as neat as we are able to do or we haven't followed the rules we will have to do it again.
- If our homework isn't as neat as we would do in class, we will have to do it again.