



DISPLAY BOARDS POLICY

WRITTEN/LAST REVIEWED BY:CLAIRE WILLIAMS/ MONA EL MASRY
RATIFIED BY: SLT
FILE PATH:

DATE: 2021
IMPLEMENTED:
DUE FOR REVIEW: NOVEMBER 2022

GES Cairo is committed to providing an attractive and welcoming environment. All teachers are responsible for contributing to displays in their assigned teaching room(s) and their Department's common areas (corridors, workrooms, labs, etc...) for ensuring that the displays are well maintained, kept up-to-date and used as a teaching resource. Anything posted on a display board must be neatly mounted and attached securely.

Every class / subject teacher is responsible for the displays in her/his classroom. Each subject area (except those taught outside the classroom; Music, Drama and PE) should be assigned either a small board or part of a larger one. Art teachers are responsible for the displays in the corridors, especially the bulletin boards outside the classrooms. Displays in each classroom should be mounted by the classroom teacher to ensure that the overall layout of the displays is harmonious, neat and presentable. Contents of display boards inside classrooms should be changed before a new topic is introduced to provide a stimulus for learning.

Displays in the corridors must be approved by a member of the Senior Leadership Team (SLT) before posting.

Display Boards' Criteria and Regulations

- Each class teacher is responsible for her/his class displays to maintain it and keep it neat and up-to-date.
- Display boards should be backed by fabric and borders before posting anything on it.
- At the end of the year, teachers have to either cover any displays they would like to keep up using black bin liners and strong tape (to be collected from the Storeroom), or dismantle the display, cover and label it then store it in the assigned storage area to be reused the following academic year.
- Notice boards in classrooms are to be cleared of everything including drawing pins and staples. Please note that this is not the job of the runners or the maids.
- If new displays have been put up in preparation for the next academic year, these should be covered with plastic bin liners.
- All old backing/borders should be rolled up and secured with an elastic band and handed to the Storeroom.
- Class Signage including room labelling, evacuation notices, Code of Conduct, the 7 Cs Posters, etc.. should be removed from walls/doors and handed to the Admin Office.

Classroom displays

- These are up-to-date and directly relevant to the current or most recent areas of learning and can be easily accessed by all pupils
- They demonstrate a balance of information, interaction and celebration of pupils' work



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Corridor displays

- Each department/teacher is given the responsibility of one or more display boards; Pod teachers are responsible for all the bulletin boards outside the classroom except the ones underneath the classroom windows, belonging to the Art teachers. These displays are updated regularly.

Specific requirements for displays

Displays are a valuable source of information for visitors to the school and a source of learning for pupils. As much detail as possible about the learning involved in creating the display is given. This includes:

- A title (reference is made to the topic upon which the learning is based)
- How and why the learning was undertaken (written explanation incorporated into the display)
- Key vocabulary, explanations, statements or questions
- Details of who produced the learning and the class and/or year group

Labels can be written in the following formats:

- Cut-out letters
- Printed with a clear font
- Hand-written in line with the school's handwriting policy (Times New Roman)

Making displays accessible for ALL pupils and ensuring equal opportunities

Some pupils may need special arrangements to access displays; i.e. visually impaired pupils may need larger print. It is, therefore, important to tailor some areas to the specific needs of said pupils. Throughout the year, teachers will ensure that all pupils will have had the opportunity to contribute to work on display in the learning environment in the classroom or around the school.

Presentation

A consistent approach to presentation is required; therefore, displays:

- Are stimulating and trigger pride, enthusiasm and curiosity in pupils
- Have background (frame) colour that complements and enhance the work on display
- Contain single-mounted work which contrasts with the background
- Are updated regularly
- Include items that demonstrate the pupils' potential best and are of a high standard



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Building and Dismantling Displays

The following procedures are observed:

- Care should be taken when putting up displays keeping in mind health and safety precautions
- No staples, pins or any other sharp objects should stick out
- Corridors or fire exits should not be blocked at any time
- Displays should be taken down carefully so that individual pupils' learning can be taken home
- Staples are only used to affix displays
- The wooden frame of the display board is covered with the border.
- Wherever possible, all items displayed are affixed within the area of the display board; walls are not used to display any information or labels.
- Windows can be used for simple additional display space from both sides; items may only be affixed using 'yellow tac', on the window frame or the window itself, which is carefully removed when taking down display items.

Monitoring and Evaluation

- Displays are monitored by SLT and feedback is provided with action points if needed
- Displays and the learning environment checks are part of the yearly monitoring and assessment cycle

Roles and Responsibilities

SLT will:

- Communicate and monitor policy to practice
- Lead by example
- Ensure the school is resourced with suitable display paper/equipment
- Support and provide examples of good practice for colleagues

At all times, all staff members will implement this policy into practice, model high standards and maintain quality of display and presentation, thus ensuring a clean, safe, stimulating and purposeful learning environment.