

## Display Policy

### Aim of the Trust

One community. Many ideas. Everyone's future.

We aim to provide an exceptional education for every child in the Trust through an ethos of collaboration and high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

### Principles

- Our visual identity should inspire curiosity, exploration and discovery
- Students' work is valuable and should be celebrated around the school
- Museum objects should be used to inspire learning around the school
- The standard of displays from the Museum Learning team and across the academy should be consistent and high
- Our audiences include children and young people at The Langley Academy and visitors, teaching and non-teaching staff, families, community members and cultural sector visitors.

### Purposes

The aim of this policy is to support teaching and non-teaching staff to produce displays in and around school of the highest possible quality, to support teaching and learning.

### Practices

- Responsibilities for display
- The Director responsible for Teaching and Learning will co-ordinate this policy.
- Each member of staff should be aware of their responsibilities within the policy
- The Director responsible for Teaching and Learning will monitor the exhibitions with the Trustee responsible for Museum Learning before each Museum Learning Committee meeting.
- The Director responsible for Teaching and Learning will monitor classrooms and faculty / house / other notice boards in September and January
- The Facilities Manager is responsible for monitoring health and safety in relation to signs and displays.

### Health & Safety Requirements

Signs, exhibitions and installations of any kind should not block:

- Fire exits
- Main thoroughfares
- Health and safety signs
- Visual aids including black dots and column banding

### Students' Work

All work on display by students should be treated with respect and care. Good practice includes:

- Mounting 2-d work
- Blu-tac or stapling through the mount rather than through the students' work
- Laminating the work where possible
- Making sure the students' names, ages and year groups are visible by or on their work

Ensuring students' written work demonstrates appropriate marking. Incorrect spelling should be highlighted

following the Marking Policy.

## **Posters and Signs**

All posters and signs produced by teachers and non-teaching staff should have:

- Calibri font with 16-point size minimum
- Black text
- Bold font for headings and titles
- 2.0 line spaces minimum
- White or yellow paper
- The Langley Academy's logo
- Correct spelling and punctuation

All posters should be taken down immediately after they are required.

Appendix 1 gives good and bad examples of sign format.

## **Students' Posters and Signs**

Student produced posters for special events, such as a play, art exhibition or music performance, do not have to follow the same guidelines. However, they should all:

- Show The Langley Academy logo
- Be correctly spelt and punctuated
- Be taken down at least 2 days after they are no longer required
- Be passed by the Facilities Manager

## **Classrooms**

Visual displays in classrooms are important resources for teaching and learning. They can be part of a creative learning environment. If teachers choose to put up displays, they can:

- Ask for a 6th form display assistant
- Identify a student in a class or HTG as a display representative
- Ask for support from the Museum Learning team

Good practice recommendations for classrooms:

- HTG information should be balanced with subject relevant material
- Displays can include students' work, posters, objects and installations
- Displays should be refreshed at least every half term
- The displays should be robust enough to limit wear and tear

A few posters on the internal glass walls are acceptable as long as they:

- Do not obscure the view into the classroom
- Have appropriate material on both sides
- Meet the guidelines above for posters and signs

Teachers can block the view into a classroom for a one-off installation for a limited time only. An example of this could be to create atmosphere for a drama or creative writing session.

## **Museum Displays**

The museum display includes: Cases in the atrium and elsewhere, the plasma screen and any boards used for museum display.

Museum displays should inspire curiosity, exploration and discovery. They should be of a professional standard, changed regularly and feature a mixture of:

- Museum objects

- Students' work
- In-house designed exhibitions
- External exhibitions

### **Museum Labels**

Display labels should be factually accurate, lively and relevant to the exhibition theme. They should use:

- 50 words maximum per label
- Calibri 16 points 1.5 spaced minimum
- Bold for headings and titles not underlining or italics
- The Langley Academy logo

Display labels should be correctly spelt and punctuated and should aim for a reading age of at most 11 years old.

### **Interpretative Panels**

Panels are longer than labels and are designed to interpret the exhibition theme. Like labels they should be accurate, lively and relevant. They should use:

- 200 words maximum
- Calibri 16 points 1.5 spaced minimum
- A short top layer with a readability of 9 years
- A longer second layer with a readability of 11 years
- A third layer with a readability of 15- 16 years
- The Langley Academy logo
- Correct spelling and punctuation

### **Student Produced Labels**

- Should apply the same standards as to staff-produced labels
- Should be credited to the student

### **Signs for Hanging Installations**

- Calibri font 100 points minimum
- 10 words maximum
- Clearly visible colours

### **Condition Check**

- All museum displays should be condition checked twice a week to ensure standards are maintained
- Remedial work should be done by the following Monday if at all possible
- All hanging displays should be condition checked every 2 years

## Appendix 1

Table showing recommended format for signs around the school building

Yes	No
South Wing	South Wing
South Wing	South Wing.
	<i>South Wing</i>
	SOUTH WING

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