



School Website

Date	Review Date	Coordinator	Nominated Governor
November 2019	November 2020	Martin Smith	Abby Hunter

- Education Act 1996
- School Standards and Framework Act 1998
- Education Act 2002
- Education Act 2005
- Education and Inspections Act 2006
- School Information (England) (Amendment) Regulations 2012

The following documentation is also related to this policy:

- Framework for School Inspection (Ofsted)
- Inspecting e-Safety in Schools: Briefing for Section 5 Inspections (Ofsted)

We believe the school website is an effective way of promoting the school and communicating with parents, school personnel, governors, pupils and with the wider community. The school website gives up to date school information with clear information for all stakeholders.

As a self-improving school we are always looking to introduce and use new innovations that will raise standards in teaching and pupil learning. Therefore, we believe that an effective website is a vehicle for achieving this.

The school website committee consisting of the Headteacher, members of the governing body, the senior management team and the administrator have the duty to ensure all statutory information is provided on the school website, that content is controlled and monitored, and that safeguarding procedures are in place for the safety of all children and other users.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To promote the school.
- To communicate with parents, school personnel, governors, pupils and with the wider community.



St Alban's RC Primary School

- To ensure all statutory information is provided.
- To assist in the raising of standards in teaching and pupil learning.
- To ensure safeguarding procedures are in place for the safety of all children and other users.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed two members of staff to be responsible for the administration of the school website;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the administrator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and administrator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.



Role of the School Website Committee

The committee will:

- provide a clear vision for the development and improvement of the site;
- plan the contents of the site;
- ensure statutory information is provided that covers:

- School's name
- School's postal address
- School's telephone number
- Name of member of staff who deals with queries from parents and other members of the public
- Admission arrangements
- Ofsted Reports
- Statutory Assessment Results
- Link to School Performance tables service
- Curriculum information
- Behaviour policy
- School's Complaints Procedures
- Pupil Premium
- PE and Sport Premium for Primary Schools
- SEN and Disability Information
- Governors Information and Duties
- Charging and Remission Policies
- Values and Ethos
- Request for paper copies

Role of the Administrator

The administrator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the school website committee;
- be in charge of the day to day maintenance of the school website by:
 - ensuring safeguarding & GDPR procedures for children and other users are in place and functioning
 - uploading new material that is accurate and current
 - checking for spelling and grammatical errors
 - ensuring copyright controls are not breached
 - ensuring links are working
 - dealing with the host server
 - maintaining the school website budget



- attending appropriate training;
- provide guidance and support to all staff;
- providing awareness training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- provide material when necessary in order to update the site;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- use the website to improve their learning;
- use the website to gain relevant current information
- liaise with the school council to improve the website;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- use the website to gain relevant current information
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:



- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- communications with home such as newsletters.
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - All aspects of this policy
 - Making use of the school website
 - School policies published on the school website
 - Equality
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Acceptable Internet Use



St Alban's RC Primary School

- Administration of Medicines
- Admissions
- Anti-bullying
- Attendance and Absence
- Charging and Remissions
- Complaint Procedures
- Data Protection
- Disability Equality
- E-safety
- Health and Safety

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:		Date:	
Chair of Governing Body:		Date:	