

Audit your School Website

Key: Red - Not in place Amber - Partially Green - In place		
Statutory (Information required by legislation to be published online.)		
<p><i>School contact details</i></p> <ul style="list-style-type: none"> • your school's name • your school's postal address • your school's telephone number • the name of the member of staff who deals with queries from parents and other members of the public 		
<p><i>Admission arrangements</i></p> <p><i>Either:</i> publish your school's admission arrangements, explaining how you will consider applications for every age group, including:</p> <ul style="list-style-type: none"> • arrangements you have in place for selecting the pupils who apply • your oversubscription criteria (how you offer places if there are more applicants than places) • an explanation of the process parents need to follow if they want to apply for their child to attend your school <p><i>Or:</i> publish details of how parents can find out about your school's admission arrangements through your local authority</p>		
<p><i>Ofsted reports</i></p> <ul style="list-style-type: none"> • <i>Either:</i> publish a copy of your school's most recent Ofsted report • <i>Or:</i> publish a link to the webpage where users can find your school's most recent Ofsted report 		
<p><i>Exam and assessment results</i></p> <p>Most recent key stage 2 (KS2) results</p> <ul style="list-style-type: none"> • percentage of pupils who achieved level 4 or above in reading, writing and maths • percentage of pupils who have improved by 2 or more levels in reading, writing and maths between KS1 and KS2 • percentage of pupils who achieved level 5 or above in reading, writing and maths 		
<p>Key stage 4 (KS4) results</p> <ul style="list-style-type: none"> • percentage of pupils who achieved a C or above in GCSEs (or equivalent) in 5 or more subjects, including English and maths • percentage of pupils who achieved the English Baccalaureate • percentage of pupils who have achieved at least the minimum expected levels of progress in English and maths between KS2 and KS4 		
<p><i>Performance tables</i></p> <p>A link to the DfE school performance tables website.</p>		
<p><i>Curriculum</i></p> <ul style="list-style-type: none"> • the content of the curriculum your school follows in each academic year for every subject • the names of any phonics or reading schemes you are using in KS1 • a list of the courses available to pupils at KS4 , including GCSEs • how parents or other members of the public can find out more about the curriculum your school is following 		
<p><i>Behaviour policy</i></p> <p>This must comply with section 89 of the Education and Inspections Act 2006. Advice on developing and publishing your school's behaviour policy is available.</p>		

<p>Pupil premium</p> <p>You must publish details of how your school spends its pupil premium funding and the effect this has had on the attainment of the pupils who attract the funding.</p> <ul style="list-style-type: none"> • your pupil premium allocation for the current academic year • details of how you intend to spend your allocation • details of how you spent your previous academic year's allocation • how it made a difference to the attainment of disadvantaged pupils <p><i>NB The funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents and the general public understand the school year. As allocations will not be known for the latter part of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when you have all the figures.</i></p>		
<p>Year 7 literacy and numeracy catch-up premium</p> <p>If your school receives year 7 literacy and numeracy catch-up premium funding, you must publish details of how your school spends this funding and the effect this has had on the attainment of the pupils who attract it.</p> <ul style="list-style-type: none"> • your year 7 literacy and numeracy catch-up premium allocation for the current academic year • details of how you intend to spend your allocation • details of how you spent your previous academic year's allocation • how it made a difference to the attainment of the pupils who attract the funding 		
<p>PE and sport premium for primary schools</p> <p>If your school receives PE and sport premium funding, you must publish details of how your school spends this funding and the effect it has had on pupils' PE and sport participation and attainment.</p> <ul style="list-style-type: none"> • your PE and sport premium allocation for the current academic year • details of how you intend to spend your allocation • details of how you spent your previous academic year's allocation • how it made a difference to the PE and sport participation and attainment of the pupils who attract the funding 		
<p>Special educational needs (SEN) report</p> <p>If your school is a maintained school, then your governing body must publish a report on the school's policy for pupils with SEN.</p> <p>The report must comply with:</p> <ul style="list-style-type: none"> • section 69(2) of the Children and Families Act 2014 • regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014 <p>The report must include details of:</p> <ul style="list-style-type: none"> • your school's admission arrangements for pupils with SEN or disabilities • the steps you have taken to prevent pupils with SEN from being treated less favourably than other pupils • access facilities for pupils with SEN • the accessibility plan your governing body has written in compliance with paragraph 3 of schedule 10 to the Equality Act 2010 		
<p>Charging and remissions policies</p> <p>The policies must include details of:</p> <ul style="list-style-type: none"> • the activities or cases for which your school will charge pupils' parents • the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy 		
<p>Values and ethos</p> <p>A statement of your school's ethos and values. (See Moortown's Aims and Ethos statement)</p>		

Highly Desirable			
Child Protection / Safeguarding Policy			
Desirable			
A domain name that makes sense to visitors (eg “ stcustardsprimary.sch.uk ” not “ wearetheprovidersofeducationinyourvillage.com ”)			
Headteacher’s name with first name or initial (Mrs J Smith or Mr Richard Jones)			
Name of whoever is actually most likely to answer the phone			
Names of staff, including teachers, teaching assistants, midday supervisors, caretaker, with responsibilities (Head of Y6, SENCO, Science Coordinator)			
Google maps link. Directions, especially if parking or access are complicated.			
Information about disabled access			
Events calendar (eg Sporting fixtures)			
Term dates for the next two years			
Times of school day, lessons, and assemblies (eg Moortown's School Day)			
After school clubs, and extra curricular activities			
Complaints policy			
A link to your VLE, with instructions on how to get a parent’s password			
Newsletter and copies of letters to parents			
Link to Parent View (Picture links available from Ofsted for a Parent View logo)			
The published information that demonstrates the school’s compliance with the Public Sector Equality Duty , and the equality objectives that have been set. These are statutory requirements, with a recommendation that they be "published" on the school website.			
Your twitter feed, if you have one.			
Uniform list, with contact details for local suppliers (& downloadable order form)			
Downloadable permission slips for school trips (not legally necessary)			
A homework timetable, with handing in dates. Spellings lists.			
Annual Governance statement, including a list of governors, with a pen sketch of their experience, and photographs. Record of their attendance at meetings.			
Governors’ page, with information about the role of the Governing Body, how to become a Governor, forthcoming meeting dates and non-confidential minutes			
Information about the PTA or Parents Forum (See Moortown's Join In Page)			
Gallery of children’s work			
Links to Local Authority Schools website and Gov.UK education pages			
This week’s lunch menu			
Snow and bad weather policy, with a link to the local radio station Snow Line			
School policies: Anti-bullying policy			

Secure area for Governors, with all policies and their review cycle, SDP, committee and GB minutes, links to Modern Governor or GEL e-learning logins, LA Governor Services, the Governors' Handbook , NGA , training courses and contact details for the GB.			
A governors' blog (example)			
Other ideas to consider			
A feedback page, explaining how parents' questions and suggestions have been acted on ("You told us there was a problem with parking near the school on parents' evenings, so we have") (See example)			
General guidance on showing children's photographs is that where these are used, names of children should not be given, and vice versa. See Guidelines on the use of images on school websites (Hampshire) and an example Policy on Use of digital & video images .			
A translate button , or key pages in languages that your parents use. See a Surrey County Council's information on school uniform in Polish and Urdu . You can download template school letters in different languages, and access a range of resources to include on your site			
FAQ page and / or Ask Us page			
News feeds			
Short videos on how to help your child with their reading, or showing how you teach multiplication (Moortown help parents support their child's learning)			
Icons for awards that the school has gained. eg Arts Mark, Investors in People			
House point counter (See the Jack Hunt School website)			
Discussion page – eg memories of the school opening (See Comments at Jack Hunt School - scroll down the page) and links to social networking sites			
Links to websites, such as CBeebies, TES Resources & local community sites			
Links to the feeder schools websites, and advice from ex-pupils about transition			
Jargon buster glossary and list of acronyms			
What about a secure section designed for Ofsted, containing directions to the school, the SEF, SDP, school policies, governors' contact details etc? Give login details to the lead inspector when you get the phone call (or the knock) ...			
Basic web design rules			
Consistent design with pleasing colour scheme and legible websafe text			
Compliance with accessibility guidelines eg. image captions for use by screen readers			
Links that work (Check for broken links)			
Pages that download in reasonable time			
Easy navigation to and from each section			
Correct grammar, spelling and appropriate language (Check readability)			
Avoid having "Under Construction" pages, old news or incorrect information.			
Don't use blue underlined text, except for hyperlinks.			
Choose a font that isn't Comic Sans.			