School Website Checklist

Statutory Requirements

In September 2012 the Schools Information Regulations act was modified to stipulate that schools should now, by law, have a school website featuring certain statutory information. Academies and Free Schools should check their funding agreement to find out any additional or differing items that they need to publish on their website.

Statutory Requirements	Not in place	In place	Notes
Contact details - Head teacher's name			
- school's postal address			
- school's telephone number			
- name of the member of staff who deals with queries from parents and other members of the public			
Admission information You must include at least one of the following: - your schools determined arrangements, explaining how you will consider applications for every age group including selection and oversubscription criteria and how to apply for a place			
- details of how parents can find out about your school's admission arrangements through your local authority			
Ofsted Report You must either: - publish a copy of your school's most recent Ofsted report or			
- publish a link to the webpage where users can find your school's most recent Ofsted report			
Aims A statement about the school's vision, e.g. its aims and values (we suggest including your approach to diversity, British values, the curriculum, safeguarding and SMSC development within this)			
Achievement Data **Key stage 2 (KS2) results** You must publish the following details from your school's most recent KS2 results: - 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 key stage 1 (KS1) and KS2			
- percentage of pupils who achieved level 5 or above in reading and writing			
- percentage of pupils who achieved level 5 or above in maths			

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Key stage 4 (KS4) results You must publish the following details from your school's most recent KS4 results: - 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			
Performance Tables A link to schools page on the DfE Education.gov site (http://www.education.gov.uk/schools/performance/)			
Curriculum - details of curriculum provision, content and approach, by year and by subject,			
- details of your approach to the teaching of reading, including whether reading is taught through systematic synthetic phonics (*primary schools*)			
- details of your reading schemes (*KS1*)			
- details of GCSE and A Level courses			
Funding **Pupil Premium** You must include details about the following: - your pupil premium funding for the current academic year			
- details of how you intend to spend the funding			
- details of how you spent the previous academic year's allocation			
- how it made a difference to the attainment of disadvantaged pupils			
Year 7 Literacy and Numeracy Catch-up Premium Funding You must publish details about the following: - your year 7 literacy and numeracy catch-up premium funding for the current academic year			
- details of how you intend to spend the funding			
- details of how you spent the previous academic year's funding			
- how it made a difference to the attainment of the pupils who attract the funding			
Sports funding If your school receives PE and Sports Funding you must publish details of: - your PE and sport premium funding for the current academic year			
- details of how you intend to spend the funding			

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- details of how you spent the previous academic year's funding			
- how it made a difference to the PE and sport participation and attainment of the pupils who attract the funding			
Policies **Charging and Remissions Policy** This must include details of: - 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			
Behaviour policy This must: - include the GB's statement of principles that informs that policy			
- adhere to section 89 of the Education and Inspections Act 2006			
SEN Policy			
SEN(D) Report/ SEND Local Offer* The report must comply with: - Section 69(2) of the Children's and Families Act 2014 - Regulation 51 and schedule 1 of the Special Education Needs and Disability Regulations 2014			
The report must include details of: - 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 the schedule 10 to the Equality Act 2010.			
Governing Body** You are required to publish your governors **register of interest** on your school website.			
It is also 'expected' that you include information on – what the governing body do – how to become a governor – the constitution of your GB – it is recommended to include:			
A breakdown of the committees/panels and explanation of their roles – annual Governance Statement – signed minutes for meetngs – pen portraits of Governors – governor 'news'/ updates			

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Ofsted Essentials

The following items are recommendations based on the Ofsted Section 5 Briefings 2013, the Ofsted Schools Inspection Handbook (Sept 2014) and regular Ofsted bulletins.

Essential Items	Not in place	In place	Notes
Safeguarding Suggestions: - a statement about your philosophy and safeguarding practices, - the name of your DSP - names of other staff who help in school in terms of safeguarding e.g. learning mentors, counsellors, family workers etc - the name of your safeguarding governor - policies: safeguarding, inclusion, behaviour, bullying all of which should reflect radicalization, extremism and your commitment to and approach to counter -terrorism - summarise, in non-educational speak, the approach and processes that you use in school to de-mystify the topic for parents - government documents related to safeguarding - definitions/FAQ' s to make the subject more understood - a clear area children can go to remind them how they can get help in school and out if they are worried or concerned about anything - signposting for concerned adults who want to raise issues over the safety of a child in the school - links to your e-safety page/area - links to outside agencies/websites that may be helpful or informative e.g. childline			
The Counter Terrorism Act 2015/Prevent Duty Suggestions: - publish regular news on your news page about cultural and religious visits in and out of school, workshops, and assemblies - refer to counter terrorism resources and information on your e-safety page - have a children's e-safety page explaining how to get help and advising what to be aware of - add this link to your e-safety page for parents: Families Matter – Extremism Online - make sure you register to use the CEOP report button - make sure that your school's safeguarding, equality, inclusion, e-safety, PSHE and behavior policies display content that reflects and makes transparent your approaches and values with regards to extremism, radicalization and protecting children.			

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E-Safety Suggestions A parents and children's e-Safety page which could include: - evidence that surveys of parents and pupils in regards to e-safety have taken place - esafety policy - digital image use policy - mobile Phones in school policy - evidence of Parents' e-safety sessions - relevant e-safety resources/links/tips for parents and support in how to deal with concerns - how to set parental controls - advice on social media use - an explanation of how children can see help in school if they have e-safety issues or concerns			
Broad and balanced curriculum A page per subject with - long term plans, - topic overviews - department info - examples of work or displays - useful links/downloads Regular news items covering a range of curriculum areas			
The profile of PE and sport Suggestions: - sporting clubs and activities are explained on a specific page as well as on the school calendar. - PE policy and curriculum is available to read and/or download - sporting events are regularly included in the news section and/or newsletters to celebrate achievement and provide evidence of them for inspectors			
Provision for those who have chronic or long term illness Suggestions: - Welfare, Chronic and Long Term Illness Policies, First Aid and other medical based policies available to read or and/or download - a community or outside agencies page listing all the agencies that work within your school to ensure the welfare of your pupils is at its best			
Homophobic and trans-phobic bullying Suggestions - a Behaviour policy and/or Anti-bullying Policy that includes information on homophobia and Trans-phobia			
Gaining parental views - link to Parent View - see point 20 in the Ofsted Schools Inspection Handbook http://www.ofsted.gov.uk/resources/school-inspection-			

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handbook. Linked logos available here: http://parentview.ofsted.gov.uk/link-to-us). (Please contact us if you would like help to embed these in your PYS pages) - using comment facilities to gain parental responses - evidence of and feedback from parental surveys (see point 22 of the Ofsted Handbook)			
Essential Documents Why not put some of the other key documents that lead inspectors request at the start of the inspection on your website ready, for example: - School Improvement Plan - School Self-Evaluation - timetables - names and roles of all staff - school day times			
SEN(D) Provision/ Resources Bases If you have an SEN(D) resource base: - number of pupils in the SEN(D) provision - language and communication strategies used - staffing arrangements			
Complaints policy			
Equality Objectives - Information that demonstrates the schools compliance with the Public Sector Equality Duty (It is a legal requirement that this is available to the public and recommended that this is done via the schools website).			

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Highly Recommended Content

This section includes some recommended content to show your school to its best via your website for pre-inspection evaluation and to ensure that it is an informative tool for parents, to increase engagement and encourage regular visits.

Highly Recommended	Not in place	In place	Notes
General: - a domain name that makes sense to visitors - FAQs - a map showing location, direction and parking information - links to Local Authority Schools website, Direct.Gov Schools and the DfE home page - Policies for all other areas, including emergency closure policy			
Home Page: - noticeboard for emergency/important messages (perfect for providing a statutory notice of inspection for parents) - virtual tours - translator tool			
For Governors - forthcoming meetings, - non-confidential minutes/updates - password area for confidential items			
For Staff: - secure staff area with access to key documents			
For Pupils - links to key education learning sites that you use in school, with information regarding whom to contact in the case of forgotten passwords/technical issues - links to recommended websites for use at home to aid homework - links for where to get help for worries/ emotional needs e.g. childline etc. - after school clubs, and extra curricular activities - pupil survey pages (using comment facility on PYS website pages)			
For Parents - downloadable copies of letters sent to parents with contact details for who to return permission slips to (these can be added to the PYS Website calendars for each event) - uniform list, with contact details for local suppliers and downloadable order form - information on school meals to include cost, menu and free school meal sign up. Could also include information on fruit and milk in school. - information about the PTA or Parents Forum			

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- structure of the school day with timings - holidays in term time policy (& application forms where applicable) - links to DfE, Local Authority and Gov sites - information for parents on how to help their child at home			
For Classes: - class or year group pages which could include sections for photos, letters, events, news, curriculum, homework, celebrations of achievement, timetables etc. - school, class or year group blogs (using comment facility on PYS websites pages)			
News - regular weekly news items to give an overview of school life - newsletters			
Calendar - up-to-date calendar with events lists to download and term dates to download - term dates for the next one -two years			

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Organising your website

Website users want to access the information they need quickly and easily. The way your site is organised is paramount to how often visitors will use it and whether they will come back. You should aim for a maximum of three clicks to reach key information. Here are some suggested sections to get you started.

Home
School Information/ About Us/ Our School – all the statutory information e.g. performance, policies, aims, vision, vacancies etc.
Teaching and Learning/Curriculum/ School Life – curriculum, school day, class structure, staff structure, clubs, after school activities, breakfast club etc.
Parents – all the information parents look for most e.g. school lunches, school uniform, parent workshops, e-safety guidance, parent view, illness and absence information, recent letters to download etc.
Classes/Year groups or Pupils area – class pages, links, galleries
Community/ Additional services e.g. children centre, knowledge centre area, charity, community projects etc.
News – news posts/newsletters/ blogs
Calendar
Contact Us – to include school contact details, staff list and staff emails.

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Maintaining a user-friendly design

Your PYS site is compliant with accessibility guidelines. Keep to the options given and avoid adding flashing animations, using capitals as headings or underlining text to keep within these guidelines. Here are more suggestions to help you:

- **Avoid having "Under Construction" pages** or items that are out of date or incorrect. Hide them in the CMS until you have time to deal with them instead.

- **Keep the main sections at the top to a minimum** and easily recognisable ones.

- **Try not to have long drop down menus** for each section. Remember you can have subsections of sections and rearrange your pages easily in the CMS by dragging and dropping.

- **Link pages** within your site to direct users to all related areas and make sure they see the best of you or get that they need as quick as possible. Think like Wikipedia! Remember, each user will come to your site from various directions so by linking pages you help direct them to other related areas without them having to think about it or find them themselves.

- **Avoid just links** – always have an introduction paragraph and where you can copy some or all of the document so people do not have to download it to read it. Have the download too for those who want to print or save.

- **Avoid using the words 'click here'** as they will not help your site to be recongised well in search engines.

- **Avoid using underlining** to show titles where they are not a link as underline on a webpage = hyperlink (**also avoid CAPITALS for whole words** as text readers and translators may not recognize them).

- **Always think about your busy users**– can you get what you want in the recommended 3 clicks or less and from anywhere on the site not just the homepage?

- **Always think about non-education specialists** – are all the page headings words anyone would understand and not educational speak? If they are *ed speak* and need to be, when people click on the page does it fully explain and demystify the area for them?

- **Use the given text sizes** - your PYS site has been given a consistent design with pleasing colour scheme and legible websafe text. Stick to using the same size for main body text on each page and the same sizes for respective headings to maintain this.

- **Maintain accessibility** - Your PYS site is compliant with accessibility guidelines. Keep to the options given, avoid adding flashing animations, and follow the tips above about fonts to keep within the guidelines. If you do not have a PYS website make sure you site complies with accessibility standards

- Make sure that you pages and documents/images download in reasonable time.

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