# Audit your School Website

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| Key: Red - Not in place Green - In placeAmber – Partially compliant / Not known / Not yet found |  |  |  |
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| **Required** (Information required by [statutory guidance](https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools) to be published online.) |  |  |  |
| Information about each governors and any associate members (Since March 2015) • their name • their category of governor • which body appoints them • their term of office • the names of any committees the governor serves on • details of any positions of responsibility, such as chair or vice-chair of the governing body or a committee of the governing body. |  |  |  |
| Register of governors’ interests (From September 2015)  * should set out the relevant business interests of governors and details of any other educational establishments they govern * should also set out any relationships between governors and members of the school staff including spouses, partners and relatives |  |  |  |
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| Statutory (Information required by [legislation](http://www.legislation.gov.uk/uksi/2012/1124/made) to be published online.) |  |  |  |
| School contact details  * 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 |  |  |  |
| Admission arrangements *Either:* publish your school’s admission arrangements, explaining how you will consider applications for every age group, including:   * 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   *Or:* publish details of how parents can find out about your school’s admission arrangements through your local authority |  |  |  |
| Ofsted reports  * *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 |  |  |  |
| Exam and assessment resultsMost recent key stage 2 (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 KS1 and KS2 * percentage of pupils who achieved level 5 or above in reading, writing and maths |  |  |  |
| Key stage 4 (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 the [DfE school performance tables website](http://www.education.gov.uk/schools/performance/index.html). |  |  |  |
| Curriculum  * the content of the curriculum your school follows in each academic year for every subject (see analysis of specific subjects below) |  |  |  |
| * 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 |  |  |  |
| Maths |  |  |  |
| English |  |  |  |
| Art and Design |  |  |  |
| Business Studies |  |  |  |
| Design and Technology |  |  |  |
| Drama / Performing Arts |  |  |  |
| Geography |  |  |  |
| History |  |  |  |
| [ICT](http://sandbachschool.org/curriculum/ict/) / computing |  |  |  |
| Modern Foreign Languages |  |  |  |
| Music |  |  |  |
| Physical Education |  |  |  |
| Religious Education |  |  |  |
| Science |  |  |  |
| Personal, Social, Health & Citizenship Education (PSHCE) |  |  |  |
| Behaviour policy This must comply with section 89 of the Education and Inspections Act 2006. |  |  |  |
| Pupil premium You must publish details of how your school spends its [pupil premium funding](https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings) and the effect this has had on the attainment of the pupils who attract the funding.   * 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   *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.* |  |  |  |
| Year 7 literacy and numeracy catch-up premium If your school receives [year 7 literacy and numeracy catch-up premium funding](https://www.gov.uk/year-7-literacy-and-numeracy-catch-up-premium-guide-for-schools), 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.   * 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 |  |  |  |
| PE and sport premium for primary schools 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.   * 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 |  |  |  |
| Special educational needs (SEN) report If your school is a maintained school, then your governing body must publish a report on the school’s policy for pupils with SEN.  The report must comply with:   * section 69(2) of the Children and Families Act 2014 * regulation 51 and schedule 1 of the Special Educational 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 schedule 10 to the Equality Act 2010 |  |  |  |
| Charging and remissions policies The policies 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 |  |  |  |
| Values and ethos A statement of your school’s ethos and values. |  |  |  |
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| 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, concerts, Book Day, non-uniform day) |  |  |  |
| Term dates for the next two years |  |  |  |
| Times of school day, lessons, and assemblies |  |  |  |
| 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 |  |  |  |
| 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. |  |  |  |
| A list of governors, with a pen sketch of their experience, and photographs. Contact details for the GB – via the clerk, the chair or the school? |  |  |  |
| Annual Governance statement, including a record of governors’ attendance at meetings, and “an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen” |  |  |  |
| 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 |  |  |  |
| 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](http://www.clerktogovernors.co.uk/?page_id=17), [NGA](http://www.nga.org.uk/), and training courses. |  |  |  |
| A governors’ blog |  |  |  |
| 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](http://www.ballgreen.stoke.sch.uk/parents)) |  |  |  |
| 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](http://www3.hants.gov.uk/cx-logos-corporatestandards/cx-logos-imagesofpeople/cx-logos-images-schools.htm) (Hampshire) and an example [Policy on Use of digital & video images](http://clerktogovernors.files.wordpress.com/2011/09/policy-on-use-of-digital-video-images.doc) . |  |  |  |
| A [translate button](http://translate.google.com/translate_tools), or key pages in languages that your parents use. See a Surrey County Council’s [information on school uniform](http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/School+uniform+including+jewellery?opendocument) in [Polish](http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Polish?opendocument) and [Urdu](http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Urdu?opendocument). You can download [template school letters](http://www.primaryresources.co.uk/letters/) in different languages, and access a range of [resources to include](http://www.demss.org.uk/language.asp) 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](http://www.moortown.leeds.sch.uk/learn-more/help-your-child/" \t "_blank)) |  |  |  |
| Icons for awards that the school has gained. eg Arts Mark, Investors in People |  |  |  |
| House point counter (See the [Jack Hunt School](http://www.jackhunt.peterborough.sch.uk/page_viewer.asp?pid=1) website) |  |  |  |
| Discussion page – eg memories of the school opening (See [Comments at Jack Hunt School](http://www.jackhunt.peterborough.sch.uk/page_viewer.asp?pid=6) - 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](http://clerktogovernors.wordpress.com/glossary/) glossary and list of [acronyms](http://www.clerktogovernors.co.uk/?p=181) |  |  |  |
| 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) … |  |  |  |
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| Basic web design rules |  |  |  |
| Consistent design with pleasing colour scheme and legible [websafe](http://webdesign.about.com/od/fonts/qt/web-safe-fonts.htm) text |  |  |  |
| Compliance with [accessibility guidelines](http://www.w3.org/standards/webdesign/accessibility)  eg. image captions for use by screen readers |  |  |  |
| Links that work ([Check for broken links](http://clerktogovernors.wordpress.com/wp-admin/www.brokenlinkcheck.com/)) |  |  |  |
| Pages that download in reasonable time |  |  |  |
| Easy navigation to and from each section |  |  |  |
| Correct grammar, spelling and appropriate language ([Check readability](http://www.read-able.com/)) |  |  |  |
| 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. |  |  |  |
|  |  |  |  |
| Key: Red - Not in place Amber - Partially Green - In place |  |  |  |

Revised March 2015. See latest version:: [**http://www.clerktogovernors.co.uk/wp-content/uploads/Audit-of-school-website-RAG-check-list-template.docx**](http://www.clerktogovernors.co.uk/wp-content/uploads/Audit-of-school-website-RAG-check-list-template.docx)