



**PORTSMOUTH AND WINCHESTER
DIOCESAN ACADEMIES TRUST**



Website Policy

Date Agreed: January 2021

Review Date: January 2022

Signed: _____

Chair of Governors

PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST

St Blasius Church of England Primary Academy

Website Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2020	CW	LGB	Reviewed policy
2	January 2021	CW	LGB	Reviewed policy – added link to latest KCSIE guidance

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Background

The School Information (England) (Amendment) Regulations 2012 came into force on 1 September 2012 and removed the requirement for schools to produce a prospectus. However, schools and academies must publish key information online in line with Schedule 4: Regulation 10 as summarised below:

To provide parents with the information they need, academies in the Trust are required to publish information on:

- The name, postal address and telephone number of the school, and the name of a person to whom enquiries from parents or members of the public should be addressed. This should also include a link to the Trust www.pwdat.org
- Admission arrangements - The determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place, as well as links to the LA and Trust admissions pages <http://www.pwdat.org/admissions/>
- A copy of, as well as a links to, the academy's latest Ofsted report and Department for Education (DfE) achievement and attainment performance data:
Academies must publish their most recent:
- KS2 results as published under the following column headings as well as a link to the DfE School Performance Tables <https://www.compare-school-performance.service.gov.uk/> in:
 - The percentage of pupils achieving the expected standard in reading, writing and mathematics
 - Average progress in reading
 - Average progress in writing
 - Average progress in mathematics
 - Percentage of pupils achieving a high level of attainment in reading, writing and mathematics
 - Average scaled score in reading
 - Average scaled score in mathematics
- Curriculum provision, content and approach for each subject and details of how to obtain additional information about the curriculum, including the names of any phonics or reading schemes in operation in KS1
- The academy's policies in relation to behaviour, charging and remissions, child protection (including how parents can make a referral), complaints procedure, special educational needs (SEN) and disability provision, and a link to the Trust policy page <http://www.pwdat.org/policies-alphabetical-order/>
- Pupil premium allocation, use and impact on attainment for the previous academic year:
 - How the pupil premium was spent
 - The impact of that expenditure on eligible and other pupilsYou must include the following for the current academic year, using the Trust template:
 - The amount of the academy's pupil premium allocation
 - A summary of the main barriers to educational achievement faced by eligible pupils at the academy
 - How the pupil premium allocation is to be spent to address those barriers and the reasons for that approach
 - How the academy is to measure the impact and effect of its expenditure of the pupil premium allocation
 - The date of the academy's next review of its pupil premium strategyThe 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.

- P.E. and Sport Grant information.
You must include the following using the Trust template:
 - Your P.E. 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 P.E. and Sport participation and attainment of the pupils who attract the funding
- SEN Information Report. You must include details of:
 - Your academy'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 local governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#)
- A statement on the academy's ethos and values
- Academy operating times and term dates, alongside the published dates of any National examinations e.g. SATs and Year 1 Phonic Screening
- Academies are required to publish information about their local governing body members, including associate members, making it clear whether or not they have voting rights. As a minimum this should include:
 - Their name;
 - Their category of governor;
 - Which body appoints them;
 - Their term of office;
 - The names of any committees the governor serves on; and
 - Details of any positions of responsibility such as chair or vice-chair of the governing body or a committee of the governing body. A link to the Trust Board membership webpage <https://www.pwdat.org/members-and-directors/>
- Attendance at meetings for the previous and current year
- Local governing bodies have a duty to publish their register of interests. The register should set out the relevant business and financial interests of local governors and details of any other educational establishments they govern. The register should also set out any relationships between local governors and members of the academy staff, including spouses, partners and relatives. A link to the academy's governance page on Edubase

From September 2012, the School Inspection Handbook contained a recommendation from Ofsted regarding school websites. It states:

- The principle source of information that inspectors will use to access the views of parents is Parent View. Schools should encourage parents to complete Parent View by placing a link on their website to the Parent View website.

All the key information listed above, including a link to Parent View, is available on the websites of all the academies within the Portsmouth and Winchester Diocesan Trust and updated regularly. Links to each individual academy can be found here: <http://www.pwdat.org/topic/our-academies>

Purpose of Academy Websites

St Blasius C of E Primary Academy values the contribution that a website can make to the life and role of an academy in a modern society. The academy website has three important roles:

- To promote the academy.
- To provide information to current and prospective parents/carers, teachers and the wider community.
- To act as a communication channel between our teachers, parents/carers, pupils, the Local Governing Body and Portsmouth and Winchester Diocesan Academies Trust

(PWDAT)

The academy website is hosted and provided by Wix and updated by Georgina Watson and Carole Wenman.

Safeguards

The safety of children and other users who appear or are referred to on the published site is of paramount importance. The academy (and in the case of the PWDAT website, the Trust Board), will ensure that no pupil can be contacted either via or as a result of using the academy or PWDAT website.

The following best practice procedures have been put in place by the academy to ensure the safeguarding of our children on the website:

- Permission will be obtained from parents or carers before any pupil's image is used – a form is issued to all parents upon their child's admission to the academy:
Images of pupils appearing on the PWDAT website will be sent to the Academies Officer for publication via the academy. The academy should ensure that they have the permission of parents for these photos to appear on the PWDAT website before sending them to the Academies Officer
- Permission will be obtained from parents or carers before publishing the work of any pupil
- Any images of children will not be directly labelled with their names
- Adults' names may be published in full. Children's names will be published as their first name and the initial of their surname only e.g. Jacob P, or if required, first name and year group e.g. Jacob P4
- Children will only be shown in photos where they are suitably dressed
- Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will **NEVER** be released via the website
- Links to external websites will be checked thoroughly before inclusion on websites. The sites will be checked for the suitability of their content for the intended audience
- Any text written by pupils will be reviewed before inclusion to ensure that no personal details are accidentally included that could lead to the identification of the pupil e.g. membership of after school clubs
- All written work will be reviewed to ensure that it is in no way defamatory
- Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed
- All written material will be checked for its suitability for its intended audience
- Parents/Carers reserve the right to withdraw permission for their child's image or first name to be used on websites

Access and Approval

Content on the academy website is controlled by secure access. Only 2 members of admin staff have the ability to be make significant changes to the website. Teachers cannot publish content without the permission of the Principal.

Privacy

Adults have the right to refuse permission to publish their image on the site.

Parents have the right to refuse permission for their child's work and/or image to be published on the site.

Those wishing to exercise this right should express their wishes in writing to the Principal, clearly stating whether they object to work, images, or both being published. Parents will be notified of this right by review and publication of this policy on an annual basis on the academy website.

Monitoring

An Administrator will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Principal/Admin Office and with

copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.

New pages will be tested for errors immediately after installation.

The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of an Administrator, school management, staff or authorised agents to ensure that this happens.

Maintenance and Editing

Written instructions are available and maintained by Georgina Watson and Carole Wenman, covering how to update the website.

At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office. At present these are Georgina Watson and Carole Wenman both admin staff.

Policy details

A copy of this policy may be viewed on the academy and www.pwdat.org website.

The Role of the Local Governing Body

- To ensure that the website clearly communicates the Christian ethos and values of the Academy
- Ensure academy buildings and premises (e.g. IT server/Comms Room) support effective delivery of the website to parents/carers and community
- To check on at least a termly basis, to ensure that the academy website is kept up to date with the statutory documents that must be available to download as per the latest Government School Information Regulations and as stated within this policy and any specific information as detailed in the academy's Funding Agreement
- Review statutory compliance with and effectiveness of the website through school self-review processes and parent/carer feedback on a termly basis
- Support appropriate safeguarding procedures by allocating resources effectively. This should include ensuring that suitable, age-appropriate and relevant filtering is in place to protect children from inappropriate content (including extremist material) to meet the needs of the academy community.
- Monitor the website regularly with the website administrator/s in the light of safeguarding, ensuring that the filtering and academy network system is actively monitored.
- Monitor processes which lead to effective safeguarding of the website
- Ensure that staff development, appraisal and policy, support appropriate levels of professional conduct
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The Role of the Parents

Parents have a fundamental role in supporting their child's learning. Parents have a responsibility to ensure that they supervise their children when using the internet to ensure that they use age appropriate software and programmes. We ask parents to fulfill the requirements set out in our Home/School Agreement and the academy will provide an e-safety page on its website to support parents with the safe and secure use of the internet at home.

Monitoring and Review

The Website Policy should be reviewed annually to ensure that relevant safeguarding procedures and School Information Regulation compliance is up to date.

This policy should be read in conjunction with the Online Safety (E Safety Policy), Acceptable Use Policies, Child Protection Policy and Safeguarding Policy which have been informed by Keeping children safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>