



Kilburn Junior School

Website Policy

Sept 2020

We believe this policy relates to the following legislation:

- 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
- Children and Families Act 2014
- Special Educational Needs and Disability Regulations 2014

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)
- Special Educational Needs and Disability Code of Practice: 0 to 25 years

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, several members of the governing body and the senior management team has 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 wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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.
- 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:

- 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, to liaise with the Headteacher and the administrator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher 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;
- annually report to the Governing Body on the success and development of this policy
- plan the contents of the site;
- ensure statutory information is provided that covers:

School contact details:

- school's name
- postal address
- telephone number
- the name of the member of the school personnel who deals with concerns from parents and members of the public

- ☐ Admission arrangements
- ☐ Most recent Ofsted inspection report
- ☐ A link to the webpage for users to see the most recent Ofsted inspection report online
- ☐ KS2 exam and assessment results and to include:

KS2	Reading	Writing	Maths
% of pupils who achieved level 4 or above			
% of pupils who have improved by 2 or more levels between KS1 and KS2			
% of pupils who achieved level 5 or above			

- ☐ A web link to the school performance tables
- ☐ The school curriculum by year and by subject area
- ☐ School policies:

- Behaviour
- SEN

▪ Charging and Remissions

- ☐ Pupil Premium allocation and current spending plans
- ☐ Pupil Premium impact on attainment
- ☐ PE and sport premium for primary schools allocation and current spending plans
- ☐ Ethos and values statement
- ☐ Procedure on how to obtain paper copy of the information published on the school website
- ☐ Information and duties of all governors':
 - business interests
 - financial interests
 - governance roles in other schools
- ☐ Structure and responsibilities of the governing body and all committees

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;
- ensure the school website complies with current legislation;
- be in charge of the day to day maintenance of the school website by:
 - ensuring safeguarding 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 the Nominated Governor

The Nominated Governor will:

- 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.

Role of School Personnel

School personnel will provide material when necessary in order to update the site.

Role of Pupils

Pupils will:

- use the website to improve their learning;
- use the website to gain relevant current information
- take part in questionnaires and surveys.

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to the website;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body.

Role of Parents/Carers

Parents/carers will use the website to gain relevant current information.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term 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:
 - Making use of the school website
 - School policies published on the school website
- 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.

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 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
- Admissions
- Attendance and Absence
- Communication
- Data Protection
- Administration of Medicines
- Anti-bullying
- Charging and Remissions
- Complaint Procedures
- Disability Equality
- E-safety
- Health and Safety
- Home-school Agreement
- Extra-curricular Activities
- Homework
- Photography and Video Images
- Pupil Discipline and Behaviour
- Safeguarding and Child Protection
- Special Education and Disability Provision
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Signed by:

Chair of Governors

Head Teacher

Date:

Date:

Date of Policy approval: Sept 2020 Next review date: Sept 2023

Reviews		
Changes & recommendations:	Reviewed by	Date