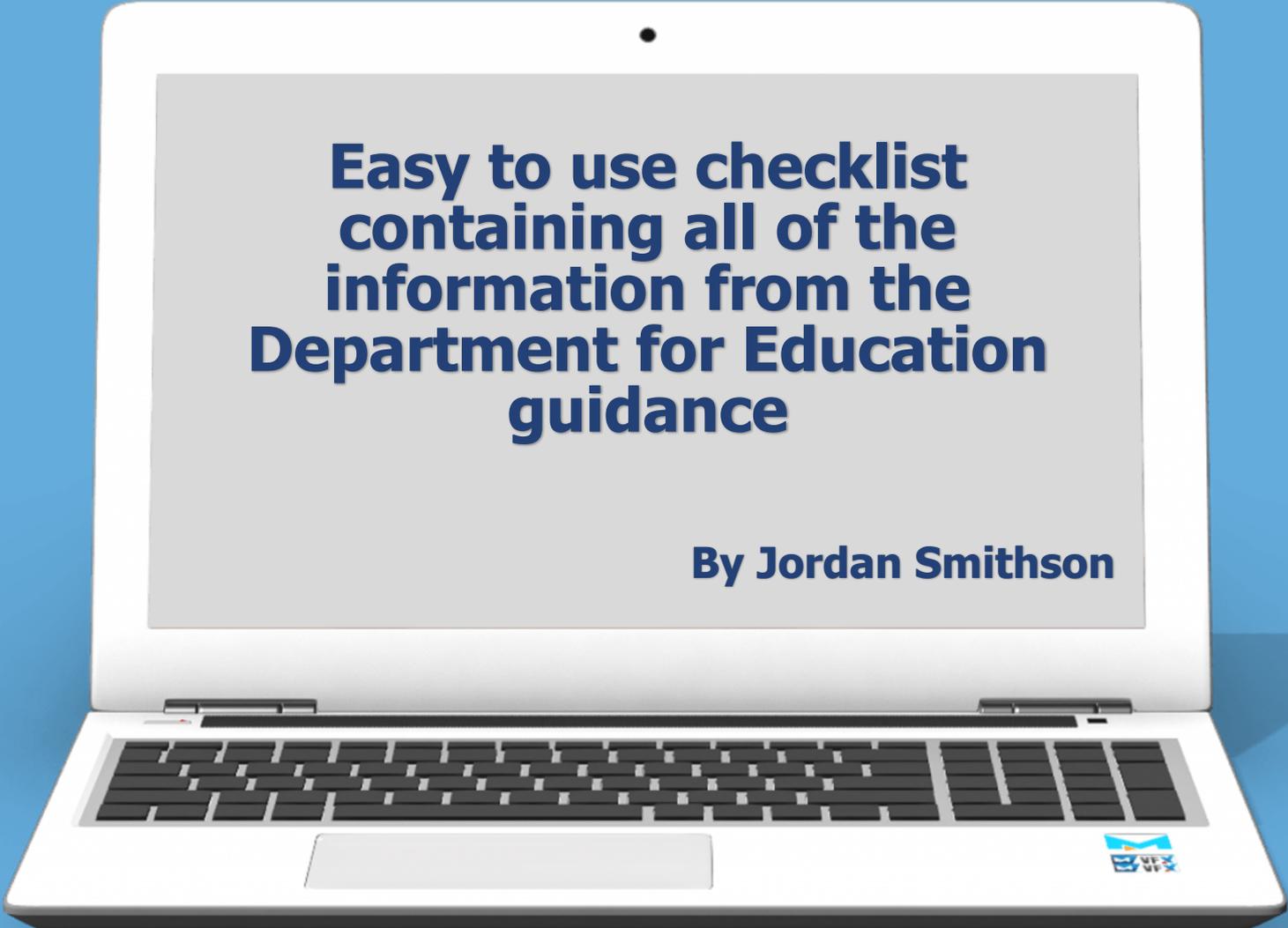


**FREE FOR
SCHOOLS**

School Website Compliance Checklist



**Easy to use checklist
containing all of the
information from the
Department for Education
guidance**

By Jordan Smithson

Key Information

This document contains the core essential information that must be displayed on every maintained schools website. The information and checks in this document have been compiled from the Department for Education's document "What maintained schools must publish online" as well as other resources providing further clear guidance and advice of what should be displayed.

This document is split into 2 sections:

- **Essential Information**
- **Extra Information**

Plus some key top tips to ensure your website remains compliant with the latest information.

This document has been created for use by schools to keep their websites up to date with the latest requirements from the Department for Education.

Should you think something needs adding or updating, please email j-smithson@outlook.com

This document was last updated on Monday 28th February 2022

Essential Information

School Contact Details	Suggested Location	Complete
- School Name		<input type="checkbox"/>
- Postal Address	Home Page / Contact	<input type="checkbox"/>
- Telephone Number		<input type="checkbox"/>
- Name of the member of staff who deals with queries from parents and other members of the public		<input type="checkbox"/>
- Who to contact to request a paper copy of the information on your website (this must be supplied free of charge)	Contact	<input type="checkbox"/>
- Name of Head Teacher / Principal	Welcome / Contact	<input type="checkbox"/>
- Name and contact details of your SENCo	Staff List / SEN/ Contact	<input type="checkbox"/>
- Name and contact details of the Chair of Governors	Governing Body / Contact	<input type="checkbox"/>
Actions To Complete:		

Ethos, Aims and Values Statement	Suggested Location	Complete
- A statement of your school's ethos, aims and values	Home Page / Vision and Ethos	<input type="checkbox"/>
Actions To Complete:		

Ofsted Reports	Suggested Location	Complete
- A copy of your school's most recent Ofsted report or a link to the report on the Ofsted website	Information / Ofsted Report	<input type="checkbox"/>
Actions To Complete:		

Essential Information

Admissions Arrangements	Suggested Location	Complete
- The schools application process	Admissions	<input type="checkbox"/>
- How parents can apply through your local authority		<input type="checkbox"/>
- Details of your selection criteria		<input type="checkbox"/>
- Details of your over-subscription criteria		<input type="checkbox"/>
- The school's admissions number [PAN]		<input type="checkbox"/>
- Admissions arrangements for disabled students		<input type="checkbox"/>
- Timetable for organising and hearing admission appeals (published by 28th February each year)		<input type="checkbox"/>
Actions To Complete:		

Exams and Assessment Results

Schools are not required to publish their exam and assessment results from 2019 to 2020 academic year as these have not been published as performance measures by the Secretary of State. You must, however, continue to display your 2018 to 2019 performance measures until new performance measures are published. You should clearly mark that these performance measures are not current.

Information published on the Department for Education website - <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#exam-and-assessment-results>

Key Stage 2 Results	Suggested Location	Complete
- Progress scores in reading, writing and maths	KS2 Results / Attainment Performance	<input type="checkbox"/>
- Percentage of pupils who achieved at least the expected standard in reading, writing and maths		<input type="checkbox"/>
- Percentage of pupils who achieved at a higher standard in reading, writing and maths		<input type="checkbox"/>
Actions To Complete:		

Essential Information

Performance Tables	Suggested Location	Complete
<p>- You must include a link to the school and college performance tables and your school's performance tables page.</p> <p>Actions To Complete:</p>	KS2 Results / Attainment Performance	<input type="checkbox"/>

Curriculum	Suggested Location	Complete
<p>- The content of your school curriculum in each academic year for every subject, including Religious Education even if it is taught as part of another subject or subjects, or is called something else</p>		<input type="checkbox"/>
<p>- The names of any phonics or reading schemes you're using in key stage 1</p>	Curriculum	<input type="checkbox"/>
<p>- A list of the courses available to pupils at key stage 4, including GCSEs</p>		<input type="checkbox"/>
<p>- How parents or other members of the public can find out more about the curriculum your school is following</p> <p>Actions To Complete:</p>		<input type="checkbox"/>

Behaviour Policy	Suggested Location	Complete
<p>- Information detailing your school's behaviour policy and anti-bullying strategy for both students and staff - Behaviour policy must comply with section 89 of the Education and Inspections Act 2006</p> <p>Actions To Complete:</p>	Policies	<input type="checkbox"/>

Essential Information

Safeguarding & Child Protection	Suggested Location	Complete
- Your school's child protection and safeguarding policy Actions To Complete:	Policies	<input type="checkbox"/>

Remote Education	Suggested Location	Complete
- You must publish information about your school's remote education provision on your website. Actions To Complete:	Policies / Remote Learning	<input type="checkbox"/>

Pupil Premium	Suggested Location	Complete
- You must publish a strategy for the school's use of the pupil premium.		<input type="checkbox"/>
- How much pupil premium funding you received for the current academic year		<input type="checkbox"/>
- The main barriers to educational achievement faced by eligible pupils		<input type="checkbox"/>
- How you will spend the pupil premium to address those barriers with explanations		<input type="checkbox"/>
- How you will measure the impact of the pupil premium funding	Pupil Premium	<input type="checkbox"/>
- The date of the next pupil premium strategy review		<input type="checkbox"/>
For The Previous Academy Year:		<input type="checkbox"/>
- How you spent the pupil premium funding		<input type="checkbox"/>
- The impact the pupil premium had on eligible students		<input type="checkbox"/>
		<input type="checkbox"/>
Actions To Complete:		

Essential Information

Coronavirus Catch-Up Premium	Suggested Location	Complete
If your school gets the coronavirus (COVID-19) catch-up premium grant in academic year 2020 to 2021, you should publish details of:		
- How it is intended that the grant will be spent		<input type="checkbox"/>
- How the effect of this expenditure on the educational attainment of those pupils at the school will be assessed	Pupil Premium	<input type="checkbox"/>
Actions To Complete:		

PE & Sport Premium For Primary Schools	Suggested Location	Complete
- How much funding you received for this academic year		<input type="checkbox"/>
- A full breakdown of how you will spend the funding this year		<input type="checkbox"/>
- The impact of the PE and sport premium on sport participation and attainment		<input type="checkbox"/>
- How you will make these improvements sustainable		<input type="checkbox"/>
Number of pupils within your year 6 cohort can do each of the following:	PE and Sports Premium	
- Swim competently, confidently and proficiently over a distance of at least 25 metres		<input type="checkbox"/>
- Use a range of strokes effectively		<input type="checkbox"/>
- Perform safe self-rescue in different water-based situations		<input type="checkbox"/>
Actions To Complete:		

Essential Information

Equality Objectives	Suggested Location	Complete
- Information of how the school complies with the public sector equality duty - updated annually		<input type="checkbox"/>
- Your school's equality objectives - updated at least every 4 years		<input type="checkbox"/>
- How your school is eliminating discrimination (see Equalities Act 2010)		<input type="checkbox"/>
- How the school improves equality of opportunity for people with protected characteristics	Policies	<input type="checkbox"/>
- How your school consults and involves individuals affected by inequality in the decisions your school takes to promote equality and eliminate discrimination e.g. pupils, staff, parents, members of the community		<input type="checkbox"/>
Actions To Complete:		

Special Educational Needs and Disabilities	Suggested Location	Complete
Publish your policy for pupils with SEN, which must comply with:		
- Section 69(2) of the Children and Families Act 2014		<input type="checkbox"/>
- Regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014		<input type="checkbox"/>
- Section 6 of the SEN and Disability code of practice 0 to 25 years'	SEN Information	<input type="checkbox"/>
- This must be annually reviewed		<input type="checkbox"/>
- The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils		<input type="checkbox"/>
Actions To Complete:		

Essential Information

Special Educational Needs and Disabilities	Suggested Location	Complete
<p>You need to carry out accessibility planning for disabled pupils which complies with paragraph 3 of schedule 10 of the Equalities Act 2010 detailing how you:</p>		<input type="checkbox"/>
<p>- Increase your pupils' ability to participate in the curriculum</p>		<input type="checkbox"/>
<p>- Improve the physical environment of your school allowing disabled pupils to benefit from the facilities and services</p>	SEN Information	<input type="checkbox"/>
<p>- Improve the availability of accessible information to your disabled pupils</p>		<input type="checkbox"/>
<p>- The facilities you provide to help disabled pupils to</p>		<input type="checkbox"/>
<p>Actions To Complete:</p>		

Complaint's Procedure	Suggested Location	Complete
<p>- Complaints policy</p>		<input type="checkbox"/>
<p>- Whistle-blowing policies</p>		<input type="checkbox"/>
<p>- Any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides</p>	Policy / Complaints	<input type="checkbox"/>
<p>Actions To Complete:</p>		

Essential Information

Governors Information and Duties	Suggested Location	Complete
- The structure and remit of your school's governing body and any committees your school has, with the name of the chair of each		<input type="checkbox"/>
- For each member and trustee that has been a member in the last 12 months you must provide their full name, term of office, who appointed them and the date they stepped down (if applicable)		<input type="checkbox"/>
- A list of the relevant business and pecuniary interests for each member and trustee including governance roles in any other educational institutions and any material interests arising from relationships between governors and school staff	Governing Body	<input type="checkbox"/>
- An attendance record for members and trustees at board and committee meetings over the last academic year		<input type="checkbox"/>
Actions To Complete:		

Financial Information	Suggested Location	Complete
- How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this		<input type="checkbox"/>
- A link to the webpage which is dedicated to your school on the schools financial benchmarking service	Governing Body	<input type="checkbox"/>
Actions To Complete:		

Essential Information

Charging and Remissions Policies	Suggested Location	Complete
Publish your school's charging and remissions policies including:		
- The activities or cases where your school will charge pupils' parents	Governing Body	<input type="checkbox"/>
- The circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy		<input type="checkbox"/>
Actions To Complete:		

Essential Information

	Suggested Location	Complete
A location map including directions and parking	Contact	<input type="checkbox"/>
Links to Direct.Gov Schools, DfE home page and Local Authority Schools website	Information	<input type="checkbox"/>
News feed e.g. Twitter	Home	<input type="checkbox"/>
Translator tool	Home	<input type="checkbox"/>
Dates for meetings	Governors	<input type="checkbox"/>
Minutes and updates	Governors	<input type="checkbox"/>
Links to educational sites	Students	<input type="checkbox"/>
Links to emotional support sites e.g. Childline, Youngminds	Students	<input type="checkbox"/>
After-school clubs / extra curricular activities	Students	<input type="checkbox"/>
Careers advice	Students	<input type="checkbox"/>
Letters home (downloadable)	Parents	<input type="checkbox"/>
Uniform list and suppliers (downloadable order	Parents	<input type="checkbox"/>
Lunch menu (menu, cost, free school meal sign up)	Parents	<input type="checkbox"/>
Information about the PTA / Parents Forum	Parents	<input type="checkbox"/>
Parents feedback page	Parents	<input type="checkbox"/>
School news posts	News	<input type="checkbox"/>
Newsletters	News	<input type="checkbox"/>
Calendar with events	Calendar	<input type="checkbox"/>
Term dates	Calendar / Parents	<input type="checkbox"/>
Times of the school day	School Day / Parents	<input type="checkbox"/>

Top Tips

Complete

- | | |
|--|--------------------------|
| Remove out of date information/external links and hide 'under construction' pages | <input type="checkbox"/> |
| Keep main navigation sections to a minimum using clear titles | <input type="checkbox"/> |
| Avoid long drop down menus, instead, keep information in subsections | <input type="checkbox"/> |
| Keep all news up to date - we suggest weekly posts | <input type="checkbox"/> |
| Avoid making viewers download a document for a small piece of information, copy it into the web page | <input type="checkbox"/> |
| Offer downloadable versions of information where possible | <input type="checkbox"/> |
| Keep the font, text sizes and heading styles we have provided consistent throughout the website | <input type="checkbox"/> |
| Avoid typing in CAPITALS, as it interferes with the translation of the page | <input type="checkbox"/> |
| Avoid underlining text, as it may be confused with a hyper-link | <input type="checkbox"/> |
| Use high resolution photography | <input type="checkbox"/> |

