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**What Maintained Primary Schools Must Publish Online**

***Insert School Name***

The following information should be published on the website of all schools maintained by their local authority.

**School contact details**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * 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
 |  |  |
| * the name and contact details of your special educational needs (SEN) co-ordinator (SENCO) if you’re a mainstream school
 |  |  |

**Admission arrangements for Foundation and Voluntary-Aided Schools**

As the Governors are the admitting authority, you must publish your school’s admission arrangements on the website each year and keep them available for the whole school year.

You must explain:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * how you’ll consider applications for each relevant age group normally (this is the age group at which children are normally admitted)
 |  |  |
| * what parents should do if they want to apply for their child to attend your school
 |  |  |
| * your ‘over-subscription criteria’ (how you offer places if there are more applicants than places)
 |  |  |
| * set out how your school’s in-year applications will be dealt with by 31st August at the latest each year
* Provide a suitable application form for parents to apply and any supplementary forms
 |  |  |
| * a timetable for organising and hearing admission appeals for your school, by 28 February each year (see below for what this must include)
 |  |  |

|  |
| --- |
| **Admission Appeal Timetables Must Include:*** a deadline for lodging appeals which allows those making an appeal at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal
* reasonable deadlines for those making an appeal to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties
* ensure that those making an appeal receive at least 10 school days’ notice of their appeal hearing
* ensure that decision letters are sent within 5 school days of the hearing wherever possible
 |

## **School Uniform Requirements - You Must Publish:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * a copy of your school’s School Uniform Policy
 |  |  |
| * it must:
* clearly state whether an item is optional or required
* make clear if the item will only be worn at certain times of the year (for example, if it’s summer or winter uniform)
* make clear whether a generic item will be accepted or if a branded item is required
* make clear whether an item can only be purchased from a specific retailer or if it can be purchased more widely, including from second-hand retailers
 |  |  |

## **Ofsted reports - You Must Publish *Either*:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * a copy of your school’s most recent [Ofsted report](https://reports.ofsted.gov.uk/), or
 |  |  |
| * a link to the report on the Ofsted website
 |  |  |

## **Exam and Assessment Results - Key stage 2 (end of primary school) Results:**

Your most recent KS2 performance data, as published by the Secretary of State, comprising:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * % of pupils who achieved the expected standard in reading, writing and maths (combined)
 |  |  |
| * % of pupils who achieved a higher standard in reading, writing and maths (combined)
 |  |  |
| * progress scores in reading, writing and maths
 |  |  |
| * average scaled scores in reading and maths
 |  |  |

**Performance Tables:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * you must include a link to the [school and college performance tables service](https://www.gov.uk/school-performance-tables) and your school’s performance tables page
 |  |  |

## **School Opening Times:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * opening and closing time
 |  |  |
| * total amount of time open in a typical week\*
 |  |  |

\* Schools should show the compulsory times they are open. This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities. The DfE expects all mainstream state-funded schools to provide a 32.5-hour week (or 6.5-hour days) from **September 2024**.

## **Curriculum\***

You must publish:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * the content of your school curriculum in each academic year for every subject, including R.E.
 |  |  |
| * the names of any phonics or reading schemes you’re using in Key Stage 1
 |  |  |
| * how parents or other members of the public can find out more about the curriculum your school is following
 |  |  |
| * consider publishing your school’s remote education provision using the template:

<https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template> |  |  |

\* You must also set out how over time you will increase the extent to which disabled pupils participate in the school’s curriculum, as part of your school’s accessibility plan. There are more details in the [special educational needs and disabilities section](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#send) (*see Special Needs Section and Accessibility Plan*).

**Behaviour Policy:**

You should publish details of your school’s behaviour policy:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * the policy must comply with [Section 89 of the Education and Inspections Act 2006](http://www.legislation.gov.uk/ukpga/2006/40/section/89)
 |  |  |

## **Pupil Premium and Recovery Funding:**

All schools that receive pupil premium funding must publish a pupil premium strategy statement each year by 31 December.

In the strategy statement, you must explain how your pupil premium and [recovery premium](https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding) is being spent and the outcomes that are being achieved for pupils. It’s important that parents and governors understand this, and you should write it with them in mind.

**You must use the DfE template to produce your statement. This can be found alongside completed examples and guidance for school leaders on the** [**pupil premium**](https://www.gov.uk/government/publications/pupil-premium) **guidance page.**

The template has been designed to ensure that your statement reflects the requirements in the pupil premium [conditions of grant](https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2022-to-2023). This includes a requirement for pupil premium and recovery premium to be spent in line with the department’s ‘menu of approaches’ from the start of the 2022 to 2023 academic year. The menu can be found in the document ‘Using pupil premium: guidance for school leaders’, on the pupil premium guidance page.

It is recommended that you plan your pupil premium use over 3 years. If you do so, you are still required to update your statement each year to reflect your spending activity for that academic year and the impact of pupil premium in the previous academic year.

You must include:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * your school’s pupil premium allocation this academic year
 |  |  |
| * your school’s recovery premium funding allocation this academic year
 |  |  |
| * pupil premium (and recovery premium\*) funding carried forward from previous years
 |  |  |
| * total budget for this academic year
 |  |  |
| * pupil premium strategy plan
 |  |  |
| * statement of intent
 |  |  |
| * challenges
 |  |  |
| * intended outcomes
 |  |  |
| * activity for this academic year:
* teaching
* targeted academic support
* wider strategies
* total budgeted cost
 |  |  |
| * review of previous academic year:
* outcomes for disadvantaged pupils
* externally provided programmes
* service pupil premium funding (optional)
* further information (optional)
 |  |  |

## **PE and Sport Premium for Primary Schools:**

You must publish all the information in this section by the end of the summer term, or 31st July at the latest. This is outlined in the [conditions of grant document](https://www.gov.uk/government/publications/pe-and-sport-premium-conditions-of-grant-2021-to-2022).

To help plan, monitor and report on the impact of your spending, partners in the physical education and school sport sector have developed a template. The template can be accessed through the [Association for PE](https://www.afpe.org.uk/physical-education/advice-on-sport-premium/) and [Youth Sport Trust](https://www.youthsporttrust.org/resources/primary-pe-sport-premium) websites.

If your school receives [PE (physical education) and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools), you must publish:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * how much funding you received for the current academic year
 |  |   |
| * a full breakdown of how you’ve spent the funding (or will be spent)
 |  |  |
| * the effect of the premium on pupils’ PE and sport participation and attainment
 |  |  |
| * how you’ll make sure these improvements are sustainable
 |  |  |

|  |  |  |
| --- | --- | --- |
| * how many pupils within the year 6 cohort can do each of the following:
* swim competently, confidently and proficiently over a distance of at least 25 metres
* use a range of strokes effectively
* perform safe self-rescue in different water-based situations
 |  |  |

**Public Sector Equality Duty:**

Public bodies, including local-authority-maintained schools, are covered by the public sector equality duty in the Equality Act 2010. This means you have to demonstrate compliance with the public sector equality duty – for example, include details of how your school is:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010
* advancing equality of opportunity – between people who share a protected characteristic and people who do not
* fostering good relations between people who share a protected characteristic and those who do not
* consulting and involving those affected by inequality, in the decisions your school takes to promote equality and eliminate discrimination - affected people could include parents, pupils, staff and members of the local community
 |  |  |
| * details of how your school complies with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149) - this must be updated every year
 |  |  |
| * your school’s equality objectives - you should update this at least once every 4 years
 |  |  |

*Details of these publishing obligations are set out in*[*The Equality Act 2010 and Advice for Schools*](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools)

**Special Educational Needs (SEN) and Disability Information:**

You must publish a SEN information report on your school’s policy for pupils with SEN and should update it annually.

You should update any changes occurring during the year as soon as possible.

The report must comply with: [section 69 of the Children and Families Act 2014](http://www.legislation.gov.uk/ukpga/2014/6/section/69), which includes:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * the arrangements for the admission of disabled pupils
 |  |  |
| * the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils
 |  |  |
| * the facilities you provide to help disabled pupils to access the school
 |  |  |
| * the accessibility plan you have prepared in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/schedule/10)
 |  |  |
| * [regulation 51](http://www.legislation.gov.uk/uksi/2014/1530/regulation/51/made) and [schedule 1](http://www.legislation.gov.uk/uksi/2014/1530/schedule/1/made) of the Special Educational Needs and Disability Regulations 2014 for:
* increasing the extent to which disabled pupils can participate in the school’s curriculum
* improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities and services provided or offered by the school
* improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled
 |

*You can find details of what you must include in schedule 1 to the* [*Special Educational Needs and Disability Regulations 2014*](http://www.legislation.gov.uk/uksi/2014/1530/contents/made)*. Statutory guidance on this is contained in paragraphs 6.79 to 6.82 of the* [*special educational needs and disability code of practice: 0 to 25 years*](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)*.*

**School Complaints Procedure:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * you must publish details of your school’s complaints procedure, which must comply with [Section 29 of the Education Act 2002](http://www.legislation.gov.uk/ukpga/2002/32/section/29)
 |  |  |
| * you must also publish (as part of your SEND information report) any arrangements for handling complaints from parents of children with special educational needs and disability (SEND) about the support the school provides
 |  |  |

**Governors’ Information and Duties:**

## You should also publish the same information for associate members making it clear whether they have voting rights on any of the committees to which they have been appointed.

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * details of the structure and responsibilities of the Governing Body and its committees
 |  |  |
| * the full name of the Chair of the Governing Body and Chair of each committee
 |  |  |
| * information about each Governor, including their:
* full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed the (in accordance with the Governing Body’s Instrument of Government)
* business and financial interests
* governance roles in other educational institutions
* any material interests arising from relationships between governors or between governors and school staff (including spouses, partners or close relatives)
* attendance record at governing body and committee meetings over the last academic year
 |  |  |

## **Financial Information:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * Number of individuals (if any) earning over £100k, in £10k bandings (a table is recommended, update annually)
 |  |  |
| * A link to your school’s dedicated page on the ‘[schools financial benchmarking](https://schools-financial-benchmarking.service.gov.uk/)’ service
 |  |  |

## **Charging and Remissions Policies:**

You must publish your school’s charging and ‘remissions’ policies (this means when you cancel fees). The policies must include details of:

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * the activities or cases where 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:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * Your website should include a statement of your school’s ethos and values.
 |  |  |

|  |
| --- |
| **Requests for paper copies:** if a parent requests a paper copy of the information on your school’s website, you must provide this free of charge. |

**Notes:**

In the DFE latest guidance, it does not require schools to publish **Safeguarding/Child Protection Policies online but OFSTED do look for these.**

You’ll also need to make the following information publicly available, which you can do by putting it up on your website:

**Freedom of information publication schemes –** you [must make certain information publicly available](https://schoolleaders.thekeysupport.com/uid/bd63123d-1198-48cc-a60a-1124852eaa70/) as part of the ‘publication schemes’ you’re required to have under the Freedom of Information Act 2000.

Any policy you publish online must be **in date** and have its **review date clear**.

**The Diocese Would Expect to See:**

|  |  |  |
| --- | --- | --- |
|  | **Check** | **Which tab?** |
| * Section 48 Report/CSI Report
 |  |  |
| * Link to parish website or details about the parish
 |  |  |
| * Brentwood Diocesan Vision Document
 |  |  |

**Additional Information Could Include:**

* Other school policies
* School news posts /newsletters
* Calendar of school events
* Term dates / school holidays / INSET dates
* Times of the school day
* Letters home (downloadable)
* Uniform list and suppliers
* Lunch menu (menu, cost, free school meal sign up)
* Information about the PTA / Parents Forum
* Parents’ feedback page
* Links to educational sites
* Links to emotional support sites e.g. Childline, Youngminds
* After-school clubs / extra- curricular activities
* News feed e.g. X (Twitter)
* Translator tool
* A location map including directions and parking
* Links to Direct.Gov Schools, DfE home page and Local Authority Schools website

**A Guide to Making the Website User Friendly:**

* Remove out of date information / external links and hide ‘under construction’ pages
* Keep main navigation sections to a minimum using clear titles
* Avoid long drop-down menus, instead, keep information in subsections
* Keep all news up-to-date
* Avoid making viewers download a document for a small piece of information, instead, copy it into the web page
* Offer downloadable versions of information where possible
* Keep the font, text sizes and heading consistent throughout the website
* Avoid typing in CAPITALS, as it interferes with the translation of the page
* Use high resolution photography

|  |
| --- |
| In order to give your Diocesan Team peace of mind around the compliance of your website, we hope you will be able to complete this checklist by the date mutually agreed at your Link Advisor visit.  |