

# Appendix 1 - School Website Audit

## Ofsted Compliance

Source: Information provided courtesy of The Key website

The table below summarises the information that maintained schools and academies are required to publish on their websites as of September 2017.

The table also shows which school phase(s) each requirement applies to. All the requirements apply to primary, secondary and special schools, except where they refer to specific Key Stages, or relate to funding which is exclusive to either primary or secondary provision.

Please note that the academy list is based on the requirements as set out in the Department for Education's (DfE's) model funding agreement, and academies should check their specific duties under their own agreements.

Publishing requirement	Maintained schools	Academies	School phase
The school's contact details	Y	Y	All
Admission arrangements	Y	Y	All
Information on how to access the school's latest Ofsted report	Y	Y	All
The school's most recent KS2 results	Y	Y	Primary
The school's most recent KS4 results	Y	Y	Secondary
The school's most recent KS5 results	Y	Y	Secondary
Information on how to access DfE performance data	Y	Y	All
Information on curriculum provision, content and approach	Y	Y	All
Names of any phonics or reading schemes used at KS1	Y		Primary

Publishing requirement	Maintained schools	Academies	School phase
Details of pupil premium allocation, its use and impact	Y	Y	All
Behaviour policy	Y	Y	All
Charging and remissions policy	Y	Y	All
The school's statement of ethos and values	Y	Y	All
A special educational needs (SEN) information report	Y	Y	All
Complaints procedures	Y	Y	All
Details of the PE and sport premium for primary schools	Y	Y	Primary
Year 7 catch-up premium details	Y	Y	Secondary
Governors' details	Y	Y	All
Annual accounts for at least the previous two years		Y	All
An annual report		Y	All
The current memorandum of association		Y	All
The trust's articles of association		Y	All
The trust's funding agreement		Y	All
Charity trustees' and members' names		Y	All

To read the article, visit <https://schoolleaders.thekeysupport.com> and enter the reference number 10979 in the search box.

## Audit of School Websites - checklist

(L: Legal Expectation)

Essential	L			
A domain name that makes sense to visitors and is search engine friendly				
Contact details, with a link on each page to the Contact Us section.	Y			
Headteacher's name with first name or initial (Mrs J Smith or Mr Richard Jones)	Y			
Details of Pupil Premium allocation and plans to spend in the current year. For the previous year, a statement confirming allocation and how the money was spent and the impact this had on educational attainment.	Y			
Details of curriculum provision, content and approach, by year and by subject (including details of GCSE options and other qualifications offered at Key Stage 4)	Y			
Your approach to the teaching of reading, including whether reading is taught through systematic synthetic phonics (primary schools)	Y			
Details of your reading schemes (KS1)	Y			
Full details or links to admission arrangements, including your selection and oversubscription criteria, statement of your current published admission number (PAN) and the school's process for applications through the local authority	Y			
Details of all the circumstances under which the school will make charges, and the levels of such charges for school activities and school visits	Y			
Behaviour policy (including the GB's statement of principles which informs that policy)	Y			
The school's arrangements to support pupils with SEN and disability	Y			
Links to Ofsted reports, and achievement & attainment performance data	Y			
Information about how you have used the primary school PE and Sport Grant allocation, including how it has been spent and the impact it is having.	Y			
Details of your sports provision. "Schools will also be required to include details of their provision of PE and sport on their website, alongside details of their broader curriculum, so that parents can compare sports provision between schools, both within and beyond the school day"				
A statement about the school's vision – its aims and values	Y			
Times of school day, lessons, and assemblies				
Complaints policy				
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.				
Information about disabled access				

<b>Desirable</b>	L			
Name of school secretary or whoever will answer the phone				
Names of staff, including teachers, teaching assistants, midday supervisors, caretaker, with responsibilities (Head of Y6, SENCO, Science Coordinator)				
Map showing location, and directions, especially if parking or access is complicated.				
Events calendar				
Your twitter feed, if you have one.				
A link to your VLE, with instructions on how to get a parent's password				
Term dates for the next two years				
After school clubs, and extra-curricular activities				
Sporting fixtures				
Uniform list, with contact details for local suppliers (& downloadable order form)				
Downloadable permission slips for school trips				
A homework timetable, with handing in dates. Web links to support homework				
List of Governors, with a pen sketch of their experience, and photographs				
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, Direct.Gov Schools and the DfE home page				
This week's lunch menu				
Snow and bad weather policy, with a link to the local radio station Snow Line (aka Closure Policy)				
Anti-bullying policy				
Safeguarding policy				
Information about disabled access				
Other key school policies that the school feels are relevant to the parent audience				
Links to websites, such as CBeebies, TES Resources, Mumsnet, local community sites				
Links to the feeder schools' websites, and advice from ex-pupils about transition				
<b>Basic web design rules</b>	L			
Consistent design with pleasing colour scheme and legible <i>websafe</i> text				

Compliance with accessibility guidelines e.g. image captions for use by screen readers				
Links that work (i.e. no broken links) and a suitably informative Error 404 "Page not Found" display				
Pages that download in reasonable time				
Easy navigation to and from each section				
Correct grammar, spelling and appropriate language				
No "Under Construction" pages, old news or incorrect information.				
Archived rather than 'old' news pages				
All information is up to date and correct				
Make hyperlinks obvious (on-hover changes etc.)				
Avoidance of childish fonts (i.e. no use of Comic Sans)				
<b>Other ideas to consider</b>	L			
A feedback page, explaining how parents' questions and suggestions have been acted on (" <i>You told us there was a problem with parking near the school on parents' evenings, so we have ...</i> ")				
General guidance on showing children's photographs is that where these are used, names of children should not be given, and vice versa. See <a href="#">Guidelines on the use of images on school websites</a> (Hampshire) and an example <a href="#">Policy on Use of digital &amp; video images</a> .				
A <a href="#">translate button</a> for schools where the community has a mixed language base.				
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 key aspects of the curriculum.				
Icons for awards that the school has gained – Arts Mark, Investors in People etc.				
House or Team point counter				
Discussion page/ Guestbook – and links to social networking sites				
Secure area for Governors and Staff, 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 <a href="#">Governors' Handbook</a> , <a href="#">NGA</a> , training courses and contact details for the GB.				
A governors' blog ( <a href="#">example</a> )				
<a href="#">Jargon buster</a> glossary and list of <a href="#">acronyms</a>				
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.				