Primary School Website Content Checklist

Government Guidelines as of 1 Nov 2016

School contact details

- ❏ 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
- ❏ Contact Email addresses

Admission arrangements

Foundation schools and voluntary-aided schools

If the school's governing body decides your admissions, you must publish your school's admission arrangements each year and keep them up for the whole school year.

You must explain:

- ❏ how you'll consider applications for every age group
- ❏ what parents should do if they want to apply for their child to attend your school
- ❏ your arrangements for selecting the pupils who apply
- ❏ your 'over-subscription criteria' (how you offer places if there are more applicants than places)
- ❏ how parents can find out about your school's admission arrangements through your local authority **Community schools and voluntary-controlled schools**

If the local authority decides your admissions, write that parents should contact the local authority to find out about your admission arrangements.

Ofsted reports

You must publish either:

- ❏ a copy of your school's most recent Ofsted report
- ❏ a link to the report on the Ofsted website

Exam and assessment results

Key stage 2 (end of primary school) results

You must publish the following details from your school's most recent key stage 2 results:

- ❏ average progress scores in reading, writing and maths
- ❏ average 'scaled scores' in reading and maths
- ❏ percentage of pupils who achieved the expected standard or above in reading, writing and maths
- ❏ percentage of pupils who achieved a high level of attainment in reading, writing and maths

Performance tables

You must include a link to the [school and college performance tables service](#).

Curriculum

You must publish:

- ❏ the content of your school curriculum in each academic year for every subject
- ❏ the names of any phonics or reading schemes you're using in key stage 1
- ❏ a list of the courses available to pupils at key stage 4, including GCSEs
- ❏ how parents or other members of the public can find out more about the curriculum your school is following
- ❏

Behaviour policy

You should publish details of your school's behaviour policy.

The policy must comply with Section 89 of the Education and Inspections Act 2006.

Read advice on developing and publishing your school's behaviour policy.

School complaints procedure

You must publish details of your school's complaints procedure, which must comply with Section 29 of the Education Act 2002.

Read guidance on developing your school's complaints procedure.

Pupil premium

You must publish a strategy for the school's use of the pupil premium. You no longer have to publish a 'pupil premium statement'.

For the current academic year, you must include:

- ❏ your school's pupil premium grant allocation amount
- ❏ a summary of the main barriers to educational achievement faced by eligible pupils at the school
- ❏ how you'll spend the pupil premium to address those barriers and the reasons for that approach
- ❏ how you'll measure the impact of the pupil premium
- ❏ the date of the next review of the school's pupil premium strategy

For the previous academic year, you must include:

- ❏ how you spent the pupil premium allocation
- ❏ the impact of the expenditure on eligible and other pupils

Pupil premium funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents understand the school system.

As you won't know allocations for the end 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.

The Teaching Schools Council has published templates to support schools in presenting their pupil premium strategies. Use of the templates is voluntary.

PE and sport premium for primary schools

If your school receives PE (physical education) and sport premium funding, you must publish:

- ❏ how much funding you received
- ❏ a full breakdown of how you've spent the funding or will spend the funding
- ❏ the effect of the premium on pupils' PE and sport participation and attainment
- ❏ how you'll make sure these improvements are sustainable

Special educational needs (SEN) and disability information

You must publish a SEN information report on your school's policy for pupils with SEN.

The report must comply with:

- ❏ section 69(2) of the Children and Families Act 2014
- ❏ regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014

You can find details of what to include in schedule 1 of the Special Educational Needs and Disability Regulations 2014, and section 6 of the 'Special educational needs and disability code of practice: 0 to 25 years'.

You must also publish the accessibility plan you've prepared in compliance with paragraph 3 of schedule 10 of the Equality Act 2010.

Governors' information and duties

You must publish:

- ❏ details of the structure and responsibilities of the governing body and its committees
- ❏ information about each governor's:
    - ❏ business interests
    - ❏ financial interests
    - ❏ governance roles in other schools

Read more [advice on publishing information about your school's governors](#).

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:

- ❏ 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

Read about [school charging and remission](#).

Values and ethos

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.

Primary School Website Lay-out

Homepage
- ❏ Welcomes banner
- ❏ Events /Diary
- ❏ Links to:
    - ❏ Prospectus
    - ❏ Fundraising
    - ❏ News
    - ❏ Term Dates
    - ❏ Letter to Parents
    - ❏ Headteacher's Welcome
- ❏ Address and Map
- ❏ Quick links
- ❏ Recent News

News and Letters
- ❏ School News
- ❏ Class News
- ❏ Archive and Search
- ❏ Events /Diary
- ❏ Letters to Parents

Our School
- ❏ About Us
    - ❏ History
- ❏ The Team
    - ❏ Teachers
    - ❏ Governors
    - ❏ Volunteers
    - ❏ PTA - Fundraisers
- ❏ Ofsted
- ❏ Curriculum
- ❏ Extra Curricular

Parents

- ❏ Prospective Parents
- ❏ Contacting us
- ❏ Making Payments
- ❏ Uniform
- ❏ Catering
- ❏ Clubs
- ❏ Helping your Child
- ❏ Your Child's Progress
- ❏ Absence
- ❏ School Closure
- ❏ E-safety

Pupil Zone

- ❏ Useful Websites
- ❏ Memories
- ❏ Our Projects

Policies and Reports

- ❏ Accessibility
- ❏ Anti Bullying Policy
- ❏ Assessment
- ❏ Behaviour Policy
- ❏ Charges and Remissions Policy
- ❏ Collective Worship
- ❏ Complaints Policy
- ❏ Curriculum
- ❏ Declaration of Interest
- ❏ E-safety Policy
- ❏ First Aid & Medication
- ❏ Health & Safety Policy
- ❏ Marking Final
- ❏ Ofsted
- ❏ PE

- ❏ Privacy Notice
- ❏ Pupil Premium
- ❏ Safeguarding Policy
- ❏ School Performance Table
- ❏ SEND
- ❏ Sex and Relationships
- ❏ Statement of British Values
- ❏ Supporting Pupils with a medical condition
- ❏ Values and Ethos
- ❏ Whistle Blowing Policy

Contact Us
- ❏ Address
- ❏ Map
- ❏ Contact Form