

School Website Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School 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 Headteacher 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 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

The Governing Body has:

- Appointed a member of staff to be responsible for the administration of the school website;
- 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;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- 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;
- The responsibility of involving the House Captains in the development, approval, implementation and review of this policy;

- 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.

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor;
- 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
- Provide a clear vision for the development and improvement of the site;
- Plan the contents of the site;
- Ensure statutory information is provided that covers:
 - Pupil Premium allocation and current spending plans;
 - Pupil Premium impact on attainment;
 - School curriculum by year and by subject area;
 - Admission arrangements;
- Policies:
 - Behaviour;
 - Charging;
 - SEN and Disability
- Links to:
 - Ofsted inspection reports;
 - Performance Data

The administrator will:

- Work closely with the Headteacher;
- Be in charge of the day to day maintenance of the school website by:
 - Uploading new material that is accurate and current;
 - Ensuring copyright controls are not breached;
 - Ensuring links are working;
 - Dealing with the host server.
- Attending appropriate training;
- Provide guidance and support to all staff;
- 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.

The Link 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.

School personnel will:

- Comply with all aspects of this policy;
- Be aware of all other linked policies;
- Provide material when necessary in order to update the site;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Pupils will:

- Be aware of and comply with this policy;
- Use the website to improve their learning;
- Use the website to gain relevant current information;
- Liaise with the school council to improve the website;
- Take part in questionnaires and surveys.

Parents/carers will:

- Be aware of and comply with this policy;
- Use the website to gain relevant current information;
- Work in partnership with the school;
- Comply with this policy for the benefit of their children;
- Be asked to take part periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- 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 Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link 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.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.