

Ofsted Ready Website Checklist for your School 2017

Here is a quick and easy checklist for you to make sure your school website is up to date. This is based on the March 2017 update from the Department of Education.

School contact details

Your school's website must include the following contact information:

1. Your school's name.
2. Your school's telephone number.
3. The name of the member of staff who deals with queries from parents and other members of the public.
4. The name and contact details of your special education needs (SEN) co-ordinator (SENCO) if you're a mainstream school



Admission arrangements you must do one of the following:

1. Publish your school's admission arrangements, explaining how you will consider applications for every age group, including arrangements you have in place for selecting the pupils who apply.
2. Publish your oversubscription criteria (how you offer places if there are more applicants than places).
3. Publish an explanation of the process parents need to follow if they want to apply for their child to attend your school.
4. Publish details of how parents can find out about your school's admission arrangements through your local authority.

Ofsted reports You must do one of the following:

1. Publish a copy of your school's most recent Ofsted report. **OR**
2. Publish a link to the webpage where users can find your school's most recent Ofsted report.

Exam and assessment results

Key stage 2 (KS2) results

If you are a Key Stage 2 School, you must publish the following details from your school's most recent KS2 results:

1. Percentage of pupils who achieved level 4 or above in reading, writing and Maths.
2. Percentage of pupils who have improved by 2 or more levels in reading, writing and Maths between key stage 1 (KS1) and KS2.
3. Percentage of pupils who achieved level 5 or above in reading and writing.
4. Percentage of pupils who achieved level 5 or above in Maths.



Key stage 4 (KS4) results

If you are a Key Stage 4 School you must publish the following details from your school's most recent KS4 results:

1. Student 'destinations' (the percentage of students who continue in education or training, or move on to employment at the end of 16 to 19 study)
2. Percentage of pupils who achieved the English Baccalaureate.
3. Percentage of pupils who got a good pass (grade C or above) in English and maths - from January 2018 you should publish the percentage of pupils who achieved a strong pass (grade 5 or above) in English and maths.
4. Progress 8 score
5. Attainment 8 score – Guidance for both of these can be found here: [Progress and Attainment 8](#)

Performance tables

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

Curriculum

You must publish the following information about your school's curriculum:

1. The content of the curriculum your school follows in each academic year for every subject.
2. The names of any phonics or reading schemes you are using in KS1.
3. A list of the courses available to pupils at KS4, including GCSEs.
4. How parents or other members of the public can find out more about the curriculum your school is following.

Behaviour Policy.

1. You should publish details of your school's behaviour policy. *The policy must comply with section 89 of the Education and Inspections Act 2006.*

Advice on developing and publishing your school's behaviour policy is available.

Complaints Procedure

You must publish details of your school's complaints procedure, which must comply with [section 9 of the Education Act 2002](#). You can read some guidance here about [developing your complaints procedure](#).

You must also publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides.

Pupil premium

You must publish details of how your school spends its pupil premium funding and the effect this has had on the attainment of the pupils who attract the



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funding. You must include the following:

1. Your pupil premium allocation for the current academic year.
2. Details of how you intend to spend your allocation.
3. Details of how you spent your previous academic year's allocation.
4. How it made a difference to the attainment of disadvantaged pupils.
5. A summary of the main barriers to educational achievement faced by disadvantaged pupils
6. The date of the next review for the school's pupil premium strategy

For the previous academic year, you must include:

- how you spent the pupil premium allocation
- the effect 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.

Year 7 literacy and numeracy catch-up premium

If your school receives year 7 literacy and numeracy catch-up premium funding, you must publish details of how your school spends this funding and the effect this has had on the attainment of the pupils who attract it.

You must include the following:

1. Your year 7 literacy and numeracy catch-up premium allocation for the current academic year.
2. Details of how you intend to spend your allocation.
3. Details of how you spent your previous academic year's allocation.
4. How it made a difference to the attainment of the pupils who attract the funding.



PE and sport premium for primary schools.

If your school receives PE and sport premium funding, you must publish details of how your school spends this funding and the effect it has had on pupils' PE and sport participation and attainment.

You must include the following:

1. Your PE and sport premium allocation for the current academic year.
2. Details of how you intend to spend your allocation.
3. Details of how you spent your previous academic year's allocation.
4. How it made a difference to the PE and sport participation and attainment of the pupils who attract the funding.
5. How you will make sure these improvements are sustainable.

Special educational needs (SEN) report.

If your school is a maintained school, then your governing body must publish a report on the school's policy for pupils with SEN.

The report must include details of:

You must publish an 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](#), which includes:
 - 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](#).
- [regulation 51](#) and [schedule 1](#) of the Special Educational Needs and Disability Regulations 2014

You can find details of what you must 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'](#).

Charging and remissions policies

You must publish your school's charging and remissions policies. The policies must include details of:

1. The activities or cases for which your school will charge pupils' parents.
2. 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](#).

Equalities Objectives

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 publish:

1. details of how your school is complying with the [public sector equality duty](#)- you should update this every year
2. your school's equality objectives - you should update this at least once every 4 years

Details of these publishing obligations are set out in [Equality Act 2010: advice for schools](#)

Governors Information and duties

You must publish:

1. details of the structure and responsibilities of the governing body and its committees
2. information about each governor's:
3. business interests
4. financial interests
5. governance roles in other schools

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

Values and ethos

1. Your website should include a statement of your school's ethos and values.





Governor disclosure and interests

A dedicated page showing information on each of your school's governors, including:

1. Name
2. Business Interests
3. Financial Interests
4. Roles in other schools
5. Details of any positions of responsibility such as chair/vice-chair etc.

Additionally, the following information is required in the interests of disclosure:

1. The relationships between governors and members of the school, including spouses, partners and relative

Requests for copies

If a parent requests a paper copy of the information on your school's website, you must provide this free of charge.



Desirable Information

These aren't required by Ofsted, but they help make your site easier to use and can tip the balance in your site being rated as Outstanding.

1. Your Twitter feed.
2. Any after school clubs and extracurricular activities.





3. A uniform list, with contact details for local suppliers (and downloadable order form).
4. Downloadable permission slips for school trips.
5. A homework timetable, with handing in dates.
6. Secure area for Governors, with all policies and their review cycle, SDP, committee and GB minutes, links to Modern Governor or GEL e-learning logins, LA Governor Services.
7. NGA, training courses and contact details for the GB.
8. Spellings lists.
9. Information about the PTA or Parents Forum.
10. Gallery of children's work
11. Links to Local Authority School website, Direct.Gov Schools and the Dfe home page.
12. The current week's lunch menu
13. A feedback page for parents
14. General guidance on showing children's photographs on the website
15. FAQ page.
16. News feed.
17. Your approach to the teaching of reading, including whether reading is taught through systematic synthetic phonics
18. Online registration and admissions forms
19. Videos – A School promotional video is a great way to showcase your school

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About Elemental Education

We are a Boutique Digital Agency and we work solely within the education sector. We are based in the Heart of Worcestershire, in the beautiful town of Malvern. We began life creating vibrant films and promo videos for Universities such as Warwick, Keele, Nottingham and Birmingham City University. Over time we have built a team that allows us to expand our services to also include Web Design, Apps, Design & Social Media.

For more information on Elemental Education please get in touch.

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