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**Information published on Websites**

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| **Policy area:** | Finance & Operations |
| **Approved by:** | CEO |
| **Approval date:** | 26 Sept 2026 |
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| **Date of next review:** | Sept 2024 |
| **Publication:** | Public |

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| **VERSION CONTROL** |
| **Version** | **Date** | **Author/Reviewer** | **Substantive changes since the previous version** |
| DRAFT V0.1 | Sept 23 |  DD/MT/GB | Updated policy for ONE Academy Trust. Merges the previous WAT & Believe checklists and procedures  |
| V1 | Sept 23 | DD/MT/GB | MT comments incorporated |
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Appendix 1 - Checklist for the ONE Academy Trust website

## Appendix 2 - Checklist for each school’s website

1. **Introduction & purpose**
	1. The DfE document [Statutory Policies for Schools and Academy Trusts](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts) sets out the majority of requirements for schools and trusts in regard to the policies and procedures that they should have in place.

# The DfE guidance [What academies, free schools and colleges must or should publish online](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online) sets out the information that academies, including free schools, colleges and any educational institution with academy arrangements, must or should publish on their websites.

* 1. In addition, there are other statutory and good practice requirements from other sources such as Ofsted and DfE communications.
	2. The checklists are designed to help the central trust team and individual schools to fulfil their responsibilities for the publication of [school information on websites](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online) (a section of the [Statutory Policies for Schools and Academy Trusts)](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts)
1. **Responsibilities**
	1. The trust and the schools within the trust should undertake regular reviews of their websites to ensure that all statutory and relevant information is published, up-to-date, and presented in an appropriate and easily accessible format. The checklists attached at Appendix and Appendix 2 help inform this process and keep a record for reporting purposes.
	2. The headteacher is responsible for ensuring that their school website is maintained and all statutory and relevant information is published on the school website.
	3. The CEO is responsible for ensuring that the ONE Academy Trust website is maintained and all statutory and relevant information is published on the trust website.
	4. The CEO has delegated responsibility to the Director of Education to ensure that all the trust and school websites are maintained effectively and compliant with statutory requirements.
	5. The board of trustees and the local governing bodies are responsible for oversight of compliance with statutory requirements.
2. **Compliance checks**
	1. The trust and the school’s websites will be checked annually as a minimum by the Trust’s Governance and policy Coordinator and Director of Education.
	2. The initial website compliance check will be conducted by the Governance and policy Coordinator and normally scheduled for the Autumn Term.
	3. The Governance Coordinator will action an initial check for each school using the approved checklist attached as appendices to this policy. The Governance Coordinator will provide a copy of the completed checklist to the Director of Education and the headteacher/CEO as appropriate.
	4. The review of completed actions as identified on the check will be conducted by the Director of Education as part of the Partnership Model schedule
	5. Any schools within an inspection window will receive an additional website compliance check conducted by the Director of Education.

1. **Monitoring and review**
	1. This document and the attached checklists will be reviewed annually as a minimum by the Director of Education Standards and updated as required to ensure they reflect the latest statutory requirements and good practice.
	2. The policy and checklists will be approved by the CEO.

**Appendices**

**Trust Website Checklist & Audit Form** *(updated Sept 2023)*

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| --- | --- |
| **Audit completion date:** |  |

| **Statutory requirements**Information required by [legislation](http://www.legislation.gov.uk/uksi/2016/451/contents/made) to be published online/made available | **Evident?****Y/N** | **Comments/Action Points** | **Timeline for actions** |
| --- | --- | --- | --- |
| **1** | **Multi Academy Trust (MAT) contact details:*** Full registered name of the multi-academy trust
* The part of the UK where it is registered (e.g. “England and Wales")
* The fact that it is a charitable limited company
* The registered company number
* Registered address
* Telephone number of academy trust *(registered head office)*
* Name of the member of staff who deals with queries from parents and other members of the public
* How to obtain paper copies of information, or information in other formats. You should provide a paper copy of the information on your website if a parent requests one.
* Name and contact details for the chief executive (CEO)
* The name and contact details for the chair of trustees (trustees) *(can be c/o school)*
* MAT email address *(not statutory/DfE requirement, but strongly advised)*

The Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015 apply to the academy trust as a registered company. |  | **Live document** |  |
| **2** | **Individual school details:**Link to individual school websites is available and signposted for contact details etc. |  |  |  |
| **3** | **Link to website of each school** *(not statutory but helps to fulfil all statutory requirements for publication of information).* Should be clear and links easily followed to enable access to statutory information relating to each school.  |  |  |  |
| **4** | **Statement of Values and Ethos** How does it fit in with the schools’ values and ethos? |  |  |  |
| **5** | **Annual reports and accounts**  * Audited annual trustees’ report and accounts
* Memorandum of association
* Articles of association
* Names of charity trustees and members (see below)
* Funding agreement *(including Supplemental Funding Agreement, where applicable)*
* Details of trust’s Accounting Officer (CEO)

You can find more guidance about these in the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook).The Academy Trust Handbook states that academy trusts must publish their audited annual accounts on their website by the end of January following the financial year to which the accounts relate |  |  |  |
| **6** | **Details of trustees, governors and members** - current & anyone who has served within the last 12 months:*NB: Governors’ details are covered by a link to the ONE Academy Trust website** Full name of each trustee
* Date of appointment
* Who appointed them (in accordance with the trust’s articles)
* Term of office
* Date stepped down (where applicable)
* Area of responsibility
* Declaration of interest (relevant business and pecuniary interests including governance roles in other educational institutions
* Number of meetings attended in the previous 12 months (academic year) (e.g. 1 of 3) broken down by committee
 |  |  |  |
| **7** | **Trustees’, governors’ and members’ information and duties**Academy trusts must publish readily accessible and up-to-date details of governance arrangements as set out in the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook). * **Scheme of Delegation**
* **Terms of Reference**
* **Governance Structure**

Information should include a summary of the structure and remit of the members, board of trustees, its committees and local governing bodies and the full names of the chair of each. It should detail clear lines of responsibility. *(NB: The chair for the AGM is appointed from the members for the purposes of the meeting only so is not required)**Under the Academy Trust Handbook, an academy trust must publish on its website up-to-date details of its governance arrangements in a readily accessible format. ‘Readily accessible’ is not defined in the Handbook but is defined in the mirror guidance for maintained schools as ‘information which is accessible on a webpage without the need to download or open a separate document’* |  |  |  |
| **8** | **Publish governing board diversity data** *NB: Must not be identifiable and is voluntarily provided. Consent to share may be withdrawn at any time (covered by a link to information on the ONE Academy Trust website)* |  | **Annual review** |  |
| **9** | **Executive pay**How many school employees earn a gross salary of £100k or more in increments of £10k*(currently not applicable).* More details are included in the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook) |  |  |  |
| **10** | **Admission arrangements**Signpost a link to each school. Summarise the arrangements. Must comply with:* The [‘School Admissions Code’](https://www.gov.uk/government/publications/school-admissions-code--2) specifies the information about admissions which must be published on websites - the deadline is **28 Feb** each year.
* The [School Admissions Appeals Code](https://www.gov.uk/government/publications/school-admissions-appeals-code) sets out the information about appeals which must be published on websites

Academy trusts must publish the admission arrangements for their schools on their website by 15 March each year and keep them there for the whole of the offer year (the school year in which offers for places are made).Information must explain:* how you will consider applications for each relevant age group at your school - this is the age group at which children are normally admitted to the school
* what parents should do if they want to apply for their child to attend the school
* arrangements for selecting the pupils who apply (if the school is a selective school)
* your ‘over-subscription criteria’ (how you offer places if there are more applicants than places)
* details on priority applications
* how in-year applications will be dealt with by 31 August at the latest each year
* If the academy trust will manage in-year applications for your schools, you must provide a suitable application form to enable parents to apply for an in-year place at your school. You must also provide a supplementary information form where necessary.
* If the school is to be a part of the local authority’s in-year co-ordination scheme, you must provide information on where parents can find details of the relevant scheme.

You must publish an appeals timetable for organising and hearing admissions appeals (by 28 Feb each year). This 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
* include reasonable deadlines for
	+ those making an appeal to submit additional evidence
	+ admission authorities to submit evidence
	+ the clerk to send appeal papers to the panel and parties
* ensure appellants receive at least 10 school days’ notice of their appeal hearing
* ensure decision letters are sent within 5 school days of the hearing wherever possible

You must publish:* Any proposed changes to admission arrangements together with details of the person within the admission authority (academy) to whom comments may be sent and the areas on which comments are not sought
* Specific reference to any implemented change in PAN

 The ONE Academy Trust Board of Trustees is the Admissions Authority  |  | **Annual review** |  |
| **11** | **School uniforms**Overarching statement & signpost to each school’s websiteThe department produces statutory guidance on the [cost of school uniforms](https://www.gov.uk/government/publications/cost-of-school-uniforms). Schools must have regard to this guidance when developing and implementing their school uniform policy. This guidance requires schools to publish their uniform policy on their website.The published uniform policy should be easy to understand and, where a school has a school uniform, should:* 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.
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| **12** | **Advice on how to obtain copies of agendas and minutes of board meetings***(Documents could be published on the website)* Under the Articles of Association copies of the following should be available on request: * agendas & minutes of every meeting of the trustees (including committee meetings) and academy governing board minutes.
* any report, document or other paper considered at any such meeting.

The academy can exclude from any of the above, material relating to:* a named teacher or other person employed, or proposed to be employed, at the academy
* a named pupil or named student at, or candidate for admission or referral to, the academy
* any matter which, because of its nature, the board of trustees are satisfied should remain confidential.
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| **13** | **Exclusion Arrangements** Overarching statement & signpost to each school’s websiteThe DfE recommend you publish details of your policy for excluding pupils |  |  |  |
| **14** | **Latest Ofsted Report** Publish either a link or a copy of each school's Ofsted Report |  |  |  |
| **15** | **Exam and assessment results – Key stage 2 (KS2)** Overarching statement & signpost to each school’s website |  |  |  |
| **16** | **Performance measures website**Overarching statement & signpost to each school’s websiteYou must include a link to the [school and college performance measures website](https://www.gov.uk/school-performance-tables) and your school’s performance measures page. |  |  |  |
| **17** | **School opening hours**Overarching statement & signpost to each school’s websiteSchools should publish on their website their opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).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. |  |  |  |
| **18** | **Curriculum** *Overarching statement & signpost to each school’s website** The school’s approach to the curriculum (including how you are complying with your duties in the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014 about making the curriculum accessible for those with disabilities or special educational needs – see below.
* The content of the curriculum your school follows in each academic year for every subject including for mandatory subjects such as Religious Education even if it’s taught as part of another subject or subjects or is called something else
* How parents or other members of the public can find out more about the curriculum your school is following
* 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. See the [special educational needs and disabilities section](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#send) of the DfE statutory guidance.

It is also recommended to publish:* Details of any Phonics Scheme and Reading Scheme in use in KS1 (as applicable)
 |  |  |  |
| **19** | **Remote Learning Provision***Overarching statement & signpost to each school’s website*You should publish information about your school’s [remote education provision](https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools) on your website. An optional [template](https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template) is available to support schools with this requirement. |  |  |  |
| **20** | **Behaviour Policy***Overarching statement & signpost to each school’s website* |  |  |  |
| **21** | **Pupil Premium Strategy** *Overarching statement & signpost to each school’s website* |  |  |  |
| **22** | **PE and Sport Premium for primary schools***Overarching statement & signpost to each school’s website* |  |  |  |
| **23** | **Public sector equality duty***Overarching statement & signpost to each school’s website*As public bodies, academies must comply with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149) in the Equality Act 2010. This means you have to:* publish details of how your trust/school complies with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149) - you should update this every year
* publish your school’s equality objectives - you should update this at least once every 4 years

You need to include details of how your trust/school is:* eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2020 (see the [Equalities Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents))
* advancing equality of opportunity - between people who share a protected characteristic and people who do not share it
* consulting and involving those affected by inequality in the decisions the school takes to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community)
* Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 organisations are required to publish information on its website about the gender pay gap in their organisation. (note: this requirement is only for organisations with over 250 employees)
 |  | **Set every 4 years. Annual review recommended** |  |
| **24** | **SEND provision & report (including requirement for Accessibility Plan)***Overarching statement & signpost to each school’s website*Academies should publish a report on their policy for pupils or students with SEN and how they put the policy into effect. They should update this information annually, or as soon as possible if there are changes during the year. *The report must be approved by the governing body* |  |  |  |
| **25** | **Complaints Policy** The DfE recommends that all academies and colleges publish their complaints policy online. Academy schools must, as part of their SEN information report publish any arrangements for handling complaints from parents of children with special educational needs about the support provided by the school. |  |  |  |
| **26** | **Safeguarding & Child Protection***Overarching statement & signpost to each school’s website***Include suitable safeguarding guidance on website.** * Details of the academy’s arrangements for safeguarding and the promotion of the welfare of pupils.
* Copy of the latest Child Protection & Safeguarding Policy (updated annually as a minimum)
* The online-safety policy should either be part of or be clearly referenced within the Safeguarding Policy, as online safety must not be separate from safeguarding.

*The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed multi-agency safeguarding arrangements put in place by the three**safeguarding partners.*In accordance with Keeping Children Safe in Education, this policy should be “available publicly either via the school or college website or by other means”. |  | **As required to keep up-to-date with legislation** |  |
| **27** | **Whistleblowing Policy***Overarching statement & policy* The DfE recommends publishing your [whistleblowing](https://www.gov.uk/whistleblowing) policy online. Not statutory on the website but needs to be available. |  | **Every 3 years as a minimum** |  |
| **28** | **Parent View page***Overarching statement & signpost to each school’s website*According to the Ofsted Common Inspection [*Framework*](https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015), “Schools should encourage parents to complete Parent View by placing a link on their website to the [*Parent View*](https://parentview.ofsted.gov.uk/) website”. |  |  |  |
| **29** | **Charging and Remissions Policy***Overarching statement & signpost to each school’s website** 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

*Each school should publish its own school-specific arrangements*  |  | **Annual review**  |  |
| **30** | **Requests for Copies**You should provide a paper copy of the information on your website if a parent makes a request for one |  |  |  |
| **31** | **Data Protection Policy & Privacy Statement**  Not statutory on website but needs to be published and available.  |  | **Annual review recommended** |  |
| **32** | **Statement of British Values and how the school promotes British Values** Not statutory on website but recommended as part of demonstrating commitment |  |  |  |
| **33** | **Health & Safety Policy**Not statutory on website but needs to be available. Ifnot published - website needs to explain how parents can access. |  | **Annual review**  |  |
| **34** | **First Aid Policy**Not statutory on the website but needs to be available |  | **Annual review recommended** |  |

| **Non- Statutory Requirements**Not required by [legislation](http://www.legislation.gov.uk/uksi/2016/451/contents/made) but will enhance the website  |  |  |  |
| --- | --- | --- | --- |
| **35** | **Overview framework of responsibility***Not statutory but may help to fulfil the requirement for publishing details of governance arrangements in a readily accessible format.* |  |  |  |
| **36** | **Profiles of members and trustees**  |  |  |  |
| **37** | **Information on how to become an academy trust member, trustee or school governor** |  |  |  |
| **38** | **Job/governance vacancies** |  |  |  |
| **39** | **Benefits to schools of joining the MAT**  |  |  |  |
| **41** | **Is all the information included on the website up-to-date?** |  | **CHECK REGULARLY** |  |

**School Website Checklist & Audit Form** *(updated Sept 2023)*

|  |  |
| --- | --- |
| **Name of school:** |  |
| **Audit completion date:** |  |

| **Statutory requirements**Information required by [legislation](http://www.legislation.gov.uk/uksi/2016/451/contents/made) to be published online/made available | **Evident?****Y/N** | **Comments/****Action Points** | **Timeline for actions** |
| --- | --- | --- | --- |
| **1** | **School contact details:*** Name & postal address of school
* Telephone number of school
* Name of the member of staff who deals with queries from parents and other members of the public
* Name of the headteacher
* The name and contact details for the chair of the governing body (if you have one) *(can be c/o school)*
* The name and contact details for the chair of trustees (directors) *(can be c/o school)*
* The name and contact details of your special educational needs co-ordinator (SENCO)
* How to obtain paper copies of information, or information in other formats. You should provide a paper copy of the information on your website if a parent requests one.
 |  | **Live document** |  |
| **2** | **Multi Academy Trust (MAT) details:*** Full registered name of the multi-academy trust
* Details/link to the multi-academy trust website
* The part of the UK where it is registered (e.g. “England and Wales")
* The fact that it is a charitable limited company
* The registered company number
* Registered address
* Telephone number of academy trust *(registered head office)*
* Name and contact details for the CEO
* Name of the member of staff who deals with queries from parents and other members of the public on behalf of the trust
* MAT email address *(not statutory/DfE requirement, but strongly advised)*

The Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015 apply to the academy trust as a registered company. |  |  |  |
| **3** | **Link to Academy Trust website** *(not statutory but helps to fulfil all statutory requirements for publication of information).* Should be clear and links easily followed to enable access to statutory information relating to the multi-academy trust |  |  |  |
| **4** | **Statement of Values and Ethos** Schools should publish a statement of their ethos and values. How does it fit in with the trust's values and ethos? |  |  |  |
| **5** | **Annual reports and accounts** (link to WAT website) * audited annual trustees’ report and accounts
* memorandum of association
* articles of association
* names of charity trustees and members (see below)
* funding agreement
* details of trust’s Accounting Officer (CEO)

You can find more guidance about these in the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook). |  |  |  |
| **6** | **Details of trustees, governors and members** - current & anyone who has served within the last 12 months:*NB: Members and trustees’ details are covered by a link to the ONE Academy Trust website** Full name of each governor
* Date of appointment
* Who appointed them (in accordance with the trust’s articles)
* Term of office
* Date stepped down (where applicable)
* Area of responsibility
* Declaration of Interest (relevant business and pecuniary interests including governance roles in other educational institutions)
* Number of meetings attended in the previous 12 months (academic year - e.g. 1 of 3) broken down by the committee
 |  |  |  |
| **7** | **Trustees’, governors’ and members’ information and duties**Academy trusts must publish readily accessible and up-to-date details of governance arrangements as set out in the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook)* **Scheme of Delegation**
* **Terms of Reference**
* **Governance Structure**

Information should include a summary of the structure and remit of the members, board of trustees, its committees and local governing bodies and the full names of the chair of each. It should detail clear lines of responsibility. *(NB: The chair for the AGM is appointed from the members for the purposes of the meeting only so is not required)**Under the Academy Trust Handbook, an academy trust must publish on its website up-to-date details of its governance arrangements in a readily accessible format. ‘Readily accessible’ is not defined in the Handbook but is defined in the mirror guidance for maintained schools as ‘information which is accessible on a webpage without the need to download or open a separate document’* |  |  |  |
| **8** | **Publish governing board diversity data** *NB: Must not be identifiable and is voluntarily provided. Consent to share may be withdrawn at any time (covered by a link to information on the ONE Academy Trust website)* |  | **Annual review** |  |
| **9** | **Executive pay**How many school employees earn a gross salary of £100k or more in increments of £10k*(currently not applicable).* More details are included in the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook) |  |  |  |
| **10** | **Admission arrangements**Must comply with:* The [‘School Admissions Code’](https://www.gov.uk/government/publications/school-admissions-code--2) specifies the information about admissions which must be published on websites - the deadline is **28 Feb** each year.
* The [School Admissions Appeals Code](https://www.gov.uk/government/publications/school-admissions-appeals-code) sets out the information about appeals which must be published on websites

Academy trusts must publish the admission arrangements for their schools on their website by 15 March each year and keep them there for the whole of the offer year (the school year in which offers for places are made).Information must explain:* how you will consider applications for each relevant age group at your school - this is the age group at which children are normally admitted to the school
* what parents should do if they want to apply for their child to attend the school
* arrangements for selecting the pupils who apply (if the school is a selective school)
* your ‘over-subscription criteria’ (how you offer places if there are more applicants than places)
* details on priority applications
* how in-year applications will be dealt with by 31 August at the latest each year
* If the academy trust will manage in-year applications for your schools, you must provide a suitable application form to enable parents to apply for an in-year place at your school. You must also provide a supplementary information form where necessary.
* If the school is to be a part of the local authority’s in-year co-ordination scheme, you must provide information on where parents can find details of the relevant scheme.

You must publish an appeals timetable for organising and hearing admissions appeals (by 28 Feb each year). This 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
* include reasonable deadlines for
	+ those making an appeal to submit additional evidence
	+ admission authorities to submit evidence
	+ the clerk to send appeal papers to the panel and parties
* ensure appellants receive at least 10 school days’ notice of their appeal hearing
* ensure decision letters are sent within 5 school days of the hearing wherever possible

You must publish:* Any proposed changes to admission arrangements together with details of the person within the admission authority (academy) to whom comments may be sent and the areas on which comments are not sought
* Specific reference to any implemented change in PAN

 The ONE Board of Trustees is the Admissions Authority  |  | **Annual review** |  |
| **11** | **School uniforms**The department produces statutory guidance on the [cost of school uniforms](https://www.gov.uk/government/publications/cost-of-school-uniforms). Schools must have regard to this guidance when developing and implementing their school uniform policy. This guidance requires schools to publish their uniform policy on their website.The published uniform policy should be easy to understand and, where a school has a school uniform, should:* 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.
 |  |  |  |
| **12** | **Advice on how to obtain copies of agendas and minutes of board meetings***(Documents could be published on the website but this isn’t statutory)* Under the Articles of Association copies of the following should be available on request: * agendas & minutes of every meeting of the trustees (including committee meetings) and local governing board minutes.
* any report, document or other paper considered at any such meeting.

The school can exclude from any of the above, material relating to:* a named teacher or other person employed, or proposed to be employed, at the academy
* a named pupil or named student at, or candidate for admission or referral to, the academy
* any matter which, because of its nature, the board of trustees are satisfied should remain confidential.
 |  |  |  |
| **13** | **Exclusion Arrangements** The DfE recommend you publish details of your policy for excluding pupils |  |  |  |
| **14** | **Latest Ofsted Report** You must publish either 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. |  |  |  |
| **15** | **Test, exam and assessment results – Key stage 2 (KS2) (end of primary school results**You do not need to publish your key stage 2 results for the academic year 2021 to 2022 on your website, as the Secretary of State will not publish this data. This is because statutory assessments returned for the first time since 2019, without adaptations, after disruption caused by the pandemic.You should continue to display your school’s most recent key stage 2 performance measures, as published by the Secretary of State, on your website. For most schools, these will be the performance measures published for the 2018 to 2019 academic year.You should clearly mark that these performance measures are for the 2018 to 2019 academic year and are not current. For example, you could add the following sentence to your results:“The government will not publish KS2 school level data for the 2021 to 2022 academic year. They have archived data from the 2018 to 2019 academic year. It is important to note that the data from that year may no longer reflect current performance.”The usual requirement is:Each primary school ***should*** publish the following information on their website:* average progress that pupils have made in reading between KS1 and KS2
* average progress that pupils have made in writing between KS1 and KS2
* average progress that pupils have made in maths between KS1 and KS2
* percentage of pupils who’ve achieved the expected standard in reading, writing and maths
* percentage of pupils who’ve achieved a higher standard in reading, writing and maths
* your pupils’ average 'scaled scores' in the reading test
* your pupils’ average 'scaled scores' in the maths test

Further information can be found on the [Primary School Accountability Guidance](https://www.gov.uk/government/publications/primary-school-accountability)  |  |  |  |
| **16** | **Performance measures website**Overarching statement & signpost to each school’s websiteYou must include a link to the [school and college performance measures website](https://www.gov.uk/school-performance-tables) and your school’s performance measures page. |  |  |  |
| **17** | **School opening hours**Schools should publish on their website their opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).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. |  |  |  |
| **18** | **Curriculum** * The school’s approach to the curriculum (including how you are complying with your duties in the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014 about making the curriculum accessible for those with disabilities or special educational needs – see below.
* The content of the curriculum your school follows in each academic year for every subject including for mandatory subjects such as Religious Education even if it’s taught as part of another subject or subjects or is called something else
* How parents or other members of the public can find out more about the curriculum your school is following
* 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. See the [special educational needs and disabilities section](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#send) of the DfE statutory guidance.

It is also recommended to publish:* Details of any Phonics Scheme and Reading Scheme in use in KS1 (as applicable)
 |  |  |  |
| **19** | **Remote Learning Provision***Overarching statement & signpost to each school’s website*You should publish information about your school’s [remote education provision](https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools) on your website. An optional [template](https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template) is available to support schools with this requirement. |  |  |  |
| **20** | **Behaviour policy**Details of school behaviour policy, including its anti-bullying strategy. Read [guidance on developing and publishing your school’s behaviour policy](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools). |  |  |  |
| **21** | **Pupil Premium Strategy**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 COVID-19 [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 trustees 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 2022/2023 academic year. The menu can be found in the document ‘Using pupil premium: guidance for school leaders’, on the pupil premium guidance page.The DfE recommend 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.For the **current academic year**, you must include:* How much pupil premium funding you received for this academic year
* A summary of the main barriers to educational achievement that the disadvantaged children in your school face
* How you will spend your pupil premium funding to address these barriers and the reasons for the approach you’ve chosen
* How you’ll measure the effect of the pupil premium
* The date of the next pupil premium strategy review

 For the **previous** **academic year**, you must include:* How you spent your pupil premium funding
* The effect of the expenditure on pupils
 |  |  |  |
| **22** | **PE and Sport Premium for primary schools**You must publish details of how you spend your [PE and sport premium funding](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools). The Grant Funding Agreement sets out the specific requirements of what should be published. This must include:* the amount of PE & sport premium funding received for this academic year
* a full breakdown of how it has been spent (or will be spent) this year
* the impact of the premium on pupils’ PE, physical activity and sport participation and attainment
* how you will make sure these improvements are sustainable in future

You are also required to publish the percentage of pupils within your year 6 cohort who met the national curriculum requirement to:* swim competently, confidently and proficiently over a distance of at least 25 metres
* use a range of strokes effectively (for example front crawl, backstroke, and breaststroke)
* perform safe self-rescue in different water-based situations.

*Information must be published by the end of the summer term or 31 July 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. |  |  |  |
| **23** | **Public sector equality duty**(link to Equality Duty Report on WAT website) As public bodies, academies must comply with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149) in the Equality Act 2010. This means you have to:* publish details of how your school complies with the [public sector equality duty](http://www.legislation.gov.uk/ukpga/2010/15/section/149) - you should update this every year
* publish your school’s equality objectives - you should update this at least once every 4 years

You need to include details of how your school is:* eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2020 (see the [Equalities Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents))
* advancing equality of opportunity - between people who share a protected characteristic and people who do not share it
* consulting and involving those affected by inequality in the decisions the school takes to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community)
* Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 organisations are required to publish information on its website about the gender pay gap in their organisation. (note: this requirement is only for organisations with over 250 employees)
 |  | **Set every 4 years. Annual review recommended** |  |
| **24** | **SEND provision & report (including requirement for Accessibility Plan)** Academy schools must publish an information report about the implementation of your school’s policy for pupils with SEN. Schools should update the report at least annually and as soon as possible if there are changes during the year. *The Code states that the information should be easily accessible by young people and parents and be set out in clear, straightforward language.*The report must comply with [Section 69 of the Children and Families Act 2014](http://www.legislation.gov.uk/ukpga/2014/6/section/69), meaning it must contain: * the ‘SEN information’ specified 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);
* information on:
	+ 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 plan prepared under [paragraph 3 of Schedule 10 to the Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/schedule/10) **(accessibility plan)** 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 can 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.

The accessibility plan you publish can either be a freestanding document or part of another document (such as your school development plan).*The SEND report must be approved by the governing body* |  |  |  |
| **25** | **Complaints Policy** (link to the ONE Academy Trust website) The DfE recommends that all academies and colleges publish their complaints policy online. Academy schools must, as part of their SEN information report publish any arrangements for handling complaints from parents of children with special educational needs about the support provided by the school. |  |  |  |
| **26** | **Safeguarding & Child Protection****Include suitable safeguarding guidance on your school website.** * Details of the academy’s arrangements for safeguarding and the promotion of the welfare of pupils.
* Copy of the latest Child Protection & Safeguarding Policy (updated annually as a minimum)
* The online-safety policy should either be part of or be clearly referenced within the Safeguarding Policy, as online safety must not be separate from safeguarding.

*The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed multi-agency safeguarding arrangements put in place by the three**safeguarding partners.*In accordance with Keeping Children Safe in Education, this policy should be “available publicly either via the school or college website or by other means”. |  | **As required to keep up-to-date with legislation** |  |
| **27** | **Whistleblowing Policy**(link to ONE Academy Trust website) The DfE recommends publishing your [whistleblowing](https://www.gov.uk/whistleblowing) policy online. Not statutory on the website but needs to be available |  | **Every 3 years as a minimum** |  |
| **28** | **Parent View page**According to the Ofsted Common Inspection [*Framework*](https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015), “Schools should encourage parents to complete Parent View by placing a link on their website to the [*Parent View*](https://parentview.ofsted.gov.uk/) website”. |  |  |  |
| **29** | **Charging and Remissions Policy** (link to ONE Academy Trust website)* 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

*Each school should publish its own arrangements*  |  | **Annual review**  |  |
| **30** | **Requests for Copies**You should provide a paper copy of the information on your website if a parent makes a request for one |  |  |  |
| **31** | **Data Protection Policy & Privacy Statement** (link to ONE Academy Trust website)Not statutory on website but needs to be published and available.  |  | **Annual review recommended** |  |
| **32** | **Statement of British Values and how the school promotes British Values** Not statutory on website but recommended as part of demonstrating commitment |  |  |  |
| **33** | **Health & Safety Policy**Not statutory on website but needs to be available. Ifnot published - website needs to explain how parents can access. |  | **Annual review**  |  |
| **34** | **First Aid Policy** (link to ONE Academy Trust website)Not statutory on the website but needs to be available |  | **Annual review recommended** |  |

| **Non-Statutory Requirements**Not required by [legislation](http://www.legislation.gov.uk/uksi/2016/451/contents/made) but will enhance the website  |  |  |  |
| --- | --- | --- | --- |
| **35** | **Overview framework of responsibility***Not statutory but may help to fulfil the requirement for publishing details of governance arrangements in a readily accessible format.* |  |  |  |
| **36** | **Profiles of governors**  |  |  |  |
| **37** | **Information on how to become a school governor** |  |  |  |
| **38** | **Job/governance vacancies** |  |  |  |
| **39** | **Is all the information included on the website up-to-date?** |  | **CHECK REGULARLY** |  |