Diocese of Chelmsford Vine Schools Trust

The Diocese of Chelmsford Vine Schools Trust Website Policy

This policy is a mandatory policy for all Vine Academies and must be implemented with no amendments.

The Diocese of Chelmsford Vine Schools Trust is a company limited by guarantee.
Registered in England No 8709542. Registered Office 53, New Street Chelmsford CM1 1AT

The Diocese of Chelmsford Vine Schools Trust	
Approved by:	The Vine Schools Trust
Signature:	Chairman
Date:	

[Name of Academy]	
Approved by:	Local Governing Body/Local Board
Signed (Chair of Local Governing Body/Local Board)	
Date:	

Policy Reference:	I003
Version No:	V2.0 – March 2018
Next review date:	Spring 2019

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2018 Changes/Amendment

- Minor amendments to make the policy relevant to different local models of governance.
- Formatting errors corrected.
- 5 List of website requirements updated now combining the previous sections 6 - 11

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Our Vision and Values

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Appendix 9

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1. Introduction

1.1 The requirements for what Academies must publish on their website not subject to the DfE issued guidance in respect of maintained schools, but are determined by the requirements of the Master Funding Agreement between the Academy Trust and the Secretary of State for Education.

1.2 This policy is written to comply with The Diocese of Chelmsford Vine Schools Trust (Vine) Master Funding Agreement, and sets out the minimum requirements necessary to comply with the legal obligations on the Academy Trust.

2. Principals

2.1 Academy websites are increasingly important as a key communication tool between the Academy, parents, pupils and the wider community. It is therefore important that the content, ease of use and style are aligned with the professionalism and values of the Vine.

2.2 Consideration should be given to how the website appears and can be navigated on a variety of devices including smaller form factor equipment (tablets, mobile phones).

2.3 Content should be up to date and relevant.

3. Style and Corporate Identity

3.1 Academy websites must comply with the following corporate identity style guidance.

3.1.1 The full Vine logo will be visible on the home page of the academy website. The logo will link users to the Vine website – www.vineschoolstrust.co.uk

3.1.2 On the home page of the academy website the first mention of the academy name must be followed by the strap line: "Part of The Diocese of Chelmsford Vine Schools Trust".

3.1.3 To ensure consistent and clear communication in reference to the Academy Trust, it is important all school websites use the same language. If referring to the Trust the following naming conventions must be used in the first instance:

The Diocese of Chelmsford Vine Schools Trust
Thereafter, please use the following abbreviated names:
The Academy Trust
Vine

4. Vision and Strategy

4.1 The Academy will publish and share its vision for the school, as approved by the Vine Trust Board.

5. Website Publication

5.1 The Academy will publish the following, approved by the Local Board/Local Governing Body on the Academy website. To include, but not be limited to:

5.1.1 Academy Contact Details

Name of the school
Postal address of the school
Telephone number of the school
Name of the member of staff who deals with queries from parents and other members of the public
Name of the headteacher/executive headteacher
Name and address of the chair of local governors
Name and details of your SENCo
Vine Contact Details

The Diocese of Chelmsford Vine Schools Trust, Diocesan Offices, 53, New Street, Chelmsford, Essex. CM1 1AT. 01255 863646 admin@vineschoolstrust.org

5.1.2 Admissions Arrangements

5.1.3 Exclusion Arrangements

5.1.4 Ofsted Reports

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5.1.5 Exam and Assessment Results

Percentage of pupils who have achieved the expected standard in reading, writing and maths
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 have achieved a higher standard in reading, writing and maths
Your pupils' average score in the reading test
Your pupils' average score in the maths test

5.1.3 Performance Tables Link

5.1.4 Curriculum

The content of the curriculum your school follows in each academic year for every subject
Your approach to the curriculum
How parents or other members of the public can find out more about the curriculum your school is following
The names of any phonics or reading schemes you are using in key stage 1

5.1.5 Behaviour Policy (including anti-bullying strategy)

5.1.6 Pupil Premium

<u>For the current academic year:</u>
How much pupil premium funding you received for this academic year
Details of the main barriers to educational achievement that the disadvantaged children in your school face
How you will spend your pupil premium funding to overcome these barriers and the reasons for the approach you have chosen
How you will measure the effect of the pupil premium
The date of the next pupil premium strategy review
<u>For the previous academic year:</u>
How you spent your pupil premium funding
The effect that the pupil premium had on pupils

5.1.7 PE and Sports Premium

How much PE and sport premium funding you received for this academic year
A full breakdown of how you have spent or will spend the funding this year
The effect of the premium on pupils' PE and sport participation and attainment
How you will make sure these improvements are sustainable

5.1.8 Special Educational Needs and Disabilities (SEND)

<u>Special Educational Needs (SEN) information report</u>
A report on your policy for pupils with SEN and how you put the policy into effect. You should update this information annually or as soon as possible if there are changes during the year.
The report must comply with:
Section 69 of the Children and Families Act 2014, including:
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 by the owner under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan)
Regulation 51 and schedule 1 to the Special Educational Needs and Disability Regulations 2014, where appropriate
Section 6 of the Special educational needs and disability code of practice: 0 to 25 years
<u>Accessibility Plan for Disabled Pupils</u>
Schools need to carry out accessibility planning for disabled pupils under the Equality Act 2010.
You must publish your accessibility plan, which should include details of how you are:
Increasing your disabled pupils' ability to participate in your school's curriculum
Improving the physical environment of your school so disabled pupils can take better advantage of the education, benefits, facilities and services you offer
Improving the availability of accessible information to your disabled pupils
The accessibility plan you publish can be either a freestanding document or part of another document (such as your school development plan)

5.1.9 Equality Objectives

Publish details of how your school complies with the public sector equality duty - you should update this every year

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Publish your school's equality objectives - you should update this at least once every 4 years
You need to include details of:
Eliminating discrimination (see the Equalities Act 2010)
Improving equality of opportunity for people with protected characteristics
Consulting and involving those affected by inequality in the decisions your school or college takes to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community)

5.1.10 Complaints Policy

5.1.11 Annual reports and Accounts

You must provide a direct link to the Vine website in order to publish the following financial information about your school:
Annual report
Annual audited accounts
Memorandum of association
Articles of association
Names of directors and members
Funding agreement

5.1.12 Governors Information and Duties

5.1.13 Charging and Remissions Policy

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

5.1.14 Values and Ethos

5.1.15 Requests for Copies

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

5.1.16 Safeguarding and Child protection Policy

5.1.17 A clear link to the Policy pages of the Diocese of Chelmsford Vine Schools Trust website signposting this as a location of the additional corporate Vine policies.

6. Support for Teaching and Learning

6.1 There will be an annual review of this policy by the Trust Board.

6.2 The next review will be Spring 2019

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Appendix
Website Audit Tool

Academy Contact Details	
Academy name	
Postal address	
Telephone number	
Name of member of staff who deals with queries from parents and other members of the public	
Name of headteacher or executive headteacher	
Name and contact details of the chair of the local governing body	
Name and details of SENCo	
Vine Academy Office contact details: 53 New Street, Chelmsford, CM1 1AT, 01255 863646 Link to the Vine website	
Admission Arrangements	
How applications are considered for every age group	
What parents should do if they want to apply for their child to attend the school	
Arrangements for selecting pupils who apply	
Over subscription criteria	
How parents can find out about school's admission arrangements	
Ofsted / SIAMS Reports	
Copy of the academy's most recent Ofsted report or a link to the report on the Ofsted website	
Link to Parent View	
Copy of the academy's most recent SIAMS report	
Exam and Assessment Results - Key Stage 2	
% achieving the expected standard in reading, writing and mathematics	
% achieving high level of attainment in reading, writing and mathematics	
Average progress scores in reading, writing and mathematics	
Average scaled scores in reading and mathematics	
Link to the Department for Education performance tables website	
Curriculum	
For each academic year, the content of the curriculum followed by the academy for every subject	
Names of any phonics or reading schemes being used in Key Stage 1	
Details of how parents can find out more about the curriculum the school is following	
Behaviour Policy (compliant with section 89 of the Education and Inspections Act 2006)	
Promote good behaviour, self-discipline and respect	
Prevent bullying	
Ensure that pupils complete assigned work	
Regulate the conduct of pupils	
Safeguarding	
Safeguarding policies including child protection, behaviour, anti-bullying, e-safety and relationship and sex education	
Links and resources to support parents in safeguarding their children	
Academy Complaints Procedure	
Published online so that parents can access information more easily	
Pupil Premium strategy must include ***Pupil premium funding is allocated for each financial year but the information published online should refer to the academic year, as this is how parents understand the school system***	
Academy's pupil premium grant allocation amount	

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Summary of the main barriers to education achievement faced by eligible pupils at the school	
How the pupil premium will be spent to address those barriers and the reasons for that approach	
How the impact of pupil premium will be measured	
The date of the next review of the academy's pupil premium strategy	
For the previous year:	
How the pupil premium allocation was spent	
The impact of the expenditure on eligible and other pupils	
PE and Sport Premium	
How much funding the academy received	
A full breakdown of how the funding has been spent or will be spent	
The effect of the premium on pupils' PE and sport participation and attainment	
How leaders will make sure that these improvements are sustainable	
Special Educational Needs (SEN) and Disability Information (SEN information report for pupils with SEN 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; Special educational needs and disability code of practice 0 – 25 years) including:	
Academy's policy for identifying and assessing pupils with special educational needs	
Provision for pupils with special educational needs	
Information on where the LA's local offer is published	
Accessibility Plan for Pupils with Disabilities (to comply with paragraph 3 of schedule 10 of the Equality Act 2010) including details of how the academy is:	
Increasing disabled pupils' ability to participate in the curriculum	
Improving the physical environment of the academy so disabled pupils can take better advantage of the education, benefits, facilities and services on offer	
Improving the availability of accessible information to disabled pupils	
Equality Objectives (to comply with the public sector equality duty) including how the academy is:	
Eliminating discrimination	
Improving equality of opportunity for people with protected characteristics	
Consulting and involving those affected by inequality in the decisions the academy takes to promote equality and discrimination (could include parents, pupils, staff and members of the local community)	
Annual Reports and Accounts – academies must publish: Links to the Vine Website for the following:	
Annual report	
Annual audited accounts	
Memorandum of association	
Articles of association	
Names of directors and members	
Funding agreement	
Governors' Information and Duties	
Details of the structure and responsibilities of the local governing body and committees	
Information about each governor's ○ business interests ○ financial interests ○ governance roles ○ governance roles in other schools	
Charging and Remissions Policy including:	
The activities or cases where the academy will charge pupils' parents	
The circumstances where the academy will make an exception on a payment they would normally expect to receive	

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Values and Ethos	
Statement of the school's ethos and values	
Requests for Paper Copies	
Statement to say that requests for a paper copy of the information of the school's website will be provided free of charge	
Communication	
Newsletters and copies of letters to parents	
Times of the academy day, lessons and worship	
Names of staff with responsibilities	
Map showing location and directions	
Term dates and events calendar	
Additional Desirable Content	
Link to the academy VLE	
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. Spellings lists.	
Information about the PTA or Parents Forum	
Gallery of children's work	
This week's lunch menu	
Snow and bad weather policy with appropriate links	
Information about disabled access	
A feedback page, explaining how parents' questions and suggestions have been acted on	
General guidance on showing children's photographs is that where these are used, names of children should not be given, and vice versa.	
A translate button, or key pages in languages that your parents use.	
FAQ page and / or Ask Us page	
Short videos on how to help your child with their reading, or showing how you teach multiplication	
Icons for awards that the school has gained	
House point counter	
Discussion page – eg memories of the school opening	
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	
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, the Governors' Handbook, NGA, training courses and contact details for the GB.	
Jargon buster glossary and list of acronyms	

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