



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.

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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 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 Trust.
- 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 The school website must comply with the following corporate identity style guidance.
 - 3.2 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.org
 - 3.3 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”.
 - 3.4 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 Trust. This will be reviewed and updated annually.

5. Publication of Policies

- 5.1 The Academy will publish all policies approved by the Local Governing Body on the Academy website. To include, but not be limited to:
 - SEND policy,
 - Curriculum Policy
 - Admissions Policy
 - Behaviour Policy
 - Exclusions Policy
 - Anti-bullying policy

- Charging and remissions policy
- Safeguarding and Child protection Policy
- Diversity and Equalities Policy

In addition the academy will provide 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 Trust policies.

6. Curriculum Information

6.1 The following should be published as a minimum

- The content of the curriculum
- The approach of the Academy to the curriculum
- The names of any phonics or reading schemes in use at Key Stage 1
- How parents (including prospective parents) can obtain further information in relation to the curriculum offered.

7. Performance Information

7.1 Most recent Key Stage 2 results as published by the DfE to include as a minimum:

- % of pupils achieving age related expectation or above in English and Mathematics
- % of pupils making expected progress
- % of pupils working at a deeper level of understanding in English and Mathematics.
- Average scaled score in Reading and Mathematics
- A link to the DfE published performance tables

8. Ofsted Report

8.1 The most recent Ofsted Report and a link to the relevant section of the Ofsted website.

9. Pupil Premium Information and Sports Funding Information

- 9.1 Details of their Pupil Premium allocation, plans to spend in the current year and reasons for the spending decision.
- 9.2 Details of the academies pupil premium strategy including barriers to achievement.
- 9.3 For the previous year a statement confirming allocation and how the money was spent and the impact this had on educational attainment.
- 9.4 Completed Appendix A of the Diocese of Chelmsford Vine Schools Trust Pupil Premium Policy.
- 9.5 Details on how the Sports Premium has been spent and the impact that this has had on pupils.

10. Company Documents

10.1 The Vine shall centrally publish on its website, on behalf of all its Academies the following documents:

- Annual Accounts
- Annual Report
- Memorandum, Articles and Funding Agreement
- A List of names of the Directors of the Company
- A register of Directors interests

10.2 Academy websites must provide a link to the Vine central website.

11. Support for Teaching and Learning

- 11.1 The Academy will publish termly an overview of the curriculum areas and or topics being covered for each year group, including information on how parents and carers can support learning beyond the classroom.

Appendix Website Audit Tool

Essential			
The Academy name			
A domain name that makes sense to visitors (eg “ stcustardsprimary.sch.uk ” not “ wearetheprovidersofeducationinyourvillage.com ”)			
Contact details, with a link on each page to the Contact Us section.			
Headteacher’s name with first name or initial (Mrs J Smith or Mr Richard Jones)			
The Academy postal address			
The Academy telephone number			
Name of the member of staff who deals with queries from parents and members of the public			
* These items are required by legislation to be published online.			
* Full details or links to admission arrangements, including your selection and oversubscription criteria, statement of your current published admission number (PAN) and the school’s process for applications through the local authority.			
* Links to Ofsted reports , and achievement & attainment performance data			
* Details of curriculum provision, content and approach, by year and by subject and how parents can find out more information.			
* Details of phonics and/or reading schemes (KS1)			
* Behaviour policy			
* Details of Pupil Premium allocation, rationale, spending plans and impact review. (full details can be found in the Pupil Premium Policy)			
* Information about how you have used the primary school PE and Sport Grant allocation , including how it has been spent and the impact it is having.			
* The academy’s arrangements to support pupils with SEN and disability including admission arrangements, steps to prevent pupils being treated less favourably, details of the Academies access facilities and the LGB accessibility plan.			
* Details of each member of the LGBs business interests, financial interests, governance roles in other schools and LGB structure responsibilities and committees.			
* Details of all the circumstances under which the school will make charges, and the levels of such charges for school activities and school visits			
* Details of the Academy values and ethos			
Link to the Vine website, including a direct links to the policies section, directors responsibilities section, finance and key documentation sections.			
Times of school day, lessons, and worship			
Complaints policy			
Newsletter and copies of letters to parents			
Link to Parent View (Picture links available from Ofsted for a Parent View logo)			
The published information that demonstrates the school's compliance with the Public Sector Equality Duty , and the equality objectives that have been set. These are statutory requirements, with a recommendation that they be "published" on the school website.			
Desirable			
Names of staff, including teachers, teaching assistants, midday supervisors, caretaker, with responsibilities			
Map showing location, and directions, especially if parking or access are complicated.			
Events calendar			

Your twitter feed, if you have one.			
A link to your VLE, with instructions on how to get a parent's password			
Term dates for the next two years			
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.			
List of Local Governors, with a pen sketch of their experience, and photographs			
Local Governors' page, with information about the role of the Local Governing Body, how to become a Governor, forthcoming meeting dates and non-confidential minutes			
Information about the PTA or Parents Forum			
Gallery of children's work			
Links to Local Authority Schools website, Direct.Gov Schools and the DfE home page			
This week's lunch menu			
Snow and bad weather policy with appropriate links			
Anti-bullying policy			
Safeguarding policy			
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. Policy on Use of digital & video images .			
A translate button , or key pages in languages that your parents use.			
FAQ page and / or Ask Us page			
News feeds			
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.			
A governors' blog			
Jargon buster glossary and list of acronyms			
What about a secure section designed for Ofsted, containing directions to the school, the SEF, SDP, school policies, governors' contact details etc? Give login details to the lead inspector when you get the phone call (or the knock) ...			
Key: Red - Not in place Amber - Partially Green - In place			