



# School Website Audit

Anonymous Primary School

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### Contact Details

Your school's name

Your school's postal address

Your school's telephone number

The name of the member of staff who deals with queries from parents and other members of the public

The name and contact details of your special educational needs co-ordinator (SENCO)

**Comments:**

We couldn't see the name of the person that would routinely deal with queries from parents or members of the public. We saw the name of your SENCo but no contact information.

### Admission Arrangements

If the local authority manages your admissions process, refer parents to the local authority to find out about your school's admission and appeal arrangements.

**Comments:**

Although it is not clear in these expectations, your Admissions Policy is statutory and required to be published on your website.

### School Uniform

**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

**Comments:**

We saw your list of uniform and although it said “agreed uniform” we weren’t completely sure if this means compulsory. We saw that you had dresses listed as summer clothes but didn’t see anything else that might be seasonal.

Your list didn’t mention branded items, but your order form does list branded items. Do pupils have to have branded items or can plain items? Does everything have to be bought from your named supplier or can general items be bought elsewhere, e.g. other retailers or supermarkets etc? Is second hand uniform available through your PTA or through the school office?

**OFSTED Reports**

You must publish either a copy of your school’s most recent Ofsted report or a link to the report on the Ofsted website.

**Comments:**

**Test, Exam and Assessment 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 because they recognise that the data from that year may no longer reflect current performance.”

**Comments:**

You have your most recent data available, which we think is a good idea, but the requirements are that you continue to display to your last published data, which is the 2018/19 year with the suggested text above explaining this is historical.

### Performance Measures Website

You must include a link to the school and college performance tables and your school's performance tables page.

**Comments:**

### 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.

**Comments:**

We could not find this information.

### Curriculum

The content of your school curriculum in each academic year for every subject, including Religious Education even if it is taught as part of another subject or subjects, or is called something else

The names of any phonics or reading schemes you're using in key stage 1

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.

**Comments:**

You have curriculum overviews for each year which are really clear and helpful. However, in your year group curriculum maps, PE and PSHCE were blank in Y3, PE was blank in Y5. We did find the PE overview on the PE page, but this was just above PE letters dated 2016/17 so we were not sure how recent this is as there was no date (the filename says 2015/16).

Your Accessibility Plan was dated September 2019 and due for review every 3 years, so it is just running out today.

## Remote Education

You should consider publishing information about your school's remote education provision on your website.

An optional [template](#) is available to support schools with this.

**Comments:**

## Behaviour Policy

You must publish details of your school's behaviour policy.

**Comments:**

## Pupil Premium and Recovery Premium

**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 recovery premium is being spent and the outcomes that are being achieved for pupils.

You must use the DfE [template](#) to produce your statement.

We 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.

**Comments:**

This report said it was due for review on 1 September 2022.

## PE and Sport Premium for Primary Schools

The amount of premium received

A full breakdown of how it has been spent

The impact the school has seen on pupils' PE, physical activity, and sport participation and attainment



How the improvements will be sustainable in the future	
<b>You are also required to publish the percentage of pupils within your year 6 cohort who met the national curriculum requirement to:</b>	
Swim competently, confidently, and proficiently over a distance of at least 25 metres	
Use a range of strokes effectively	
Perform safe self-rescue in different water-based situations	
<p><b>Comments:</b></p> <p>You have your plan laid out and we can see your evidence column but there is no impact information, e.g. results from pupil discussions etc. We couldn't see any swimming outcome data.</p> <p>Most schools tend to use this template to report on Sports Premium in case you find it useful - <a href="https://www.afpe.org.uk/physical-education/evidencing-the-impact-guidance-template/">https://www.afpe.org.uk/physical-education/evidencing-the-impact-guidance-template/</a></p>	

### Public Sector Equality Duty

Details of how your school complies with the public sector equality duty - you must update this every year	
Your school's equality objectives - you must update this at least once every 4 years	
<p><b>Comments:</b></p> <p>We saw your aims in your Equality Policy, but this was not dated so we were not sure when it was written (the filename said 2019 so we think this is ok). We found your Equality Action Plan, but timeframes were all 2017/18. We couldn't see any information about how you comply with the requirements in the public sector equality duty.</p>	

### Special Educational Needs and Disability (SEND) Information

You must publish an Information Report on your website about the implementation of your school's policy for pupils with SEN and should update it annually.	
You must also publish 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 (accessibility plan)	
<b>Comments:</b> We couldn't find any specific information about admissions for disabled pupils.	

### Complaints Procedure

You must publish details of your school's complaints procedure	
<b>Comments:</b>	

### Governors' Information and Duties

Details of the structure and responsibilities of the governing body and its committees	
The full names of the Chair of the governing body and Chair of each committee	
<b>Information about each governor, including their:</b>	
Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government)	
<b>Relevant business and financial interests including:</b>	
Governance roles in other educational institutions	
Any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)	
Attendance record at governing body and committee meetings over the last academic year	
<b>Comments:</b> We saw your list of governors and committee membership but couldn't see the names of the chairs of the various committees or who was the appointing body for each governor. Your attendance is for 2020/21 and now needs to be 2021/22.	



### Financial information

How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this

A link to the webpage which is dedicated to your school on the schools financial benchmarking service - follow the prompts to find your school's specific page

**Comments:**

You need to have a statement on your website explaining how people members of staff have a gross salary exceeding £100,000 even if there are none.

### Charging and Remissions Policies

You must publish your school's charging and 'remissions' policies

The circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy

**Comments:**

We found your Charging and Remissions Policy but there was no date, so we were not sure if this is still current (the title says 2019 so we think this is due for review as it is recommended annually). You mention in your Questions and Answers section about support you can offer to parents struggling to pay but it doesn't give any examples of circumstances where an exception may be made for a payment you would normally expect or how parents would apply for this.

### Values and Ethos

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

**Comments:**

### Requests for Paper Copies

A statement explaining how a parent can request a paper copy of the information on your site.

**Comments:**