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Lanesend Primary School

School Website Policy Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: March 2020 (Every 2 Years)

Reviewed By: Headteacher and Full Governing Body

Lanesend Primary **School Website Policy**

We believe the school website is an effective way of promoting the school and communicating with families, school personnel, governors, children and with the wider community. The school website gives up to date school information with clear information for all stakeholders.

As a school, we are always looking to use new innovations and stand out practice that will raise outcomes for our children. Therefore, we believe that a fabulous website is a way of achieving this.

The school has a duty to ensure all statutory information is provided on the school website, that content is controlled and monitored, and that safeguarding procedures are in place for the safety of all children and other users.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To promote the school.
- To communicate with families, school personnel, governors, children and with the wider community.
- To ensure all statutory information is provided.
- To assist in raising outcomes for all learners.
- To ensure safeguarding procedures are in place for the safety of all children and other users.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to families;

Role of the Headteacher and Progression Team

The Headteacher and Progression Team will:

- ensure all school personnel, children and families are aware of and comply with this policy;
- work closely with the Governors and staff responsible for updating the website
- plan the contents of the site;
- ensure statutory information is provided that covers:
 - Pupil Premium allocation and current spending plans
 - Pupil Premium impact on attainment
 - School curriculum by year and by subject area
 - Admission arrangements
 - Policies:
 - Behaviour
 - Charging and Remissions
 - Special Educational Needs and Disabilities Local Offer
 - Links to:
 - Ofsted inspection reports
 - Performance Data

Role of the Website Team

The Website Team will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher
- be in charge of the day to day maintenance of the school website by:
 - ensuring safeguarding procedures for children and other users are in place and functioning
 - uploading new material that is accurate and current
 - checking for spelling and grammatical errors
 - ensuring copyright controls are not breached
 - ensuring links are working
 - dealing with the host server
 - maintaining the school website budget
- attending appropriate training;
- provide guidance and support to all staff;
- providing awareness training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

Role of School Staff

School staff will:

- comply with all aspects of this policy;
- provide material when necessary in order to update the site;
- report any concerns they have on any aspect of the school website

Role of Children and Pupil Council

Children will:

- use the website to improve their learning;
- use the website to gain relevant current information
- liaise with the pupil council to improve the website;
- take part in questionnaires and surveys.

Role of Families

Families will:

- be aware of this policy;
- use the website to gain relevant current information
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with families such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters