



St. Anselm's Catholic Primary School
 Church Avenue, Southall, Middlesex, UB2 4BH,
www.stanselm catholic primary school.co.uk

School Website Policy

✓ www.stanselm catholic primary school.co.uk

Policy Start Date	Policy Review Date	Frequency	Committee / Governor Responsible
Autumn 2023	Autumn 2026	Every 3 years	Resources & Premises Committee (R&P)

1. Designated Lead	2. Deputy Designated Lead	3. Deputy Designated Lead	Nominated Data Protection Governor
Kathleen Coll	Eileen Dhak	Susie Debono	Gill Wickham

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- School Standards and Framework Act 1998
- Education Act 2002
- Education Act 2005
- Education and Inspections Act 2006
- Equality Act 2010
- School Information (England) (Amendment) Regulations 2012

The following documentation is also related to this policy:

- Framework for School Inspection (Ofsted)
- Inspecting e-Safety in Schools: Briefing for Section 5 Inspections (Ofsted)
- Equality Act 2010: Advice for Schools (DfE)

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



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As a self-improving school we are always looking to introduce and use new innovations that will raise standards in teaching and pupil learning. Therefore, we believe that an effective website is a vehicle for achieving this. We ensure the school website is regularly monitored to ensure it meets accessibility standards so that it can be viewed and read by as many users as possible.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

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 parents, school personnel, governors, pupils and with the wider community.
- To ensure all statutory information is provided.
- To assist in the raising of standards in teaching and pupil learning.
- 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.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for the administration of the school website;
- 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 all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;



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- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the administrator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and administrator;
- ensure all statutory information is provided on the school website;
- ensure the school is maintained effectively in order to attract prospective parents and their children to the school;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the School Website Committee

The committee will:

- provide a clear vision for the development and improvement of the School website;
- plan the contents of the School website;
- ensure statutory information is provided that covers:



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Maintained Schools

- School's name
- School's postal address
- School's telephone number
- Name of member of staff who deals with queries from parents and other members of the public
- Admission arrangements
- Ofsted Reports
- Exam and Assessment Results
- Link to School Performance tables service
- Curriculum statement / Information
- Behaviour policy
- School's Complaints Procedures
- Pupil Premium
- PE and Sport Premium for Primary Schools
- SEN and Disability Information
- Governors Information and Duties
- Charging and Remission Policies
- Values and Ethos
- Request for paper copies

Role of the Administrator

The administrator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the school website committee;
- 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 links are working
 - dealing with the host server
 - maintaining the school website budget
- use "Primary Site" analytics to monitor:
 - who uses the website;
 - what content users find interesting; and
 - what content users do not find interesting.



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- ensure the school website meets accessibility standards ensuring it can be viewed and read by as many users as possible;
- 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;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- provide material when necessary in order to update the site;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- use the website to improve their learning;
- use the website to gain relevant current information

Role of Parents/Carers

Parents/carers will:

- use the website to gain relevant current information
- work in partnership with the school;



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Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Headteacher:		Date:	Autumn 2023
Chair of Governing Body:	<i>G.M. Wickham</i>	Date:	Autumn 2023