

Stonegate C E Primary School
and
Little Acorns Pre-School



**Website Policy
and
Information 2023**

This policy was adopted in September 2016

Reviewed: September 2017, 2018, 2019, January 2022

Revised: (for Pre-School) September 2020

Reviewed March 2023

Website Policy - Stonegate Church Of England Primary School

Purpose of Website

Stonegate School has developed this website as part of its way to reach out to the children, their parents and the wider community.

The website is designed to:

- Promote the school and Pre-School
- Provide information to the village and wider community
- Encourage the children
- Provide statutory information on behalf of the main school and Little Acorns Pre-School

Website Structure

The school website is:

www.stonegate.e-sussex.sch.uk

The published site is available to anyone with Internet access.

School Website Policy

The purpose of this policy is to ensure that the school website protects the safety and confidentiality of the pupils of the school.

On our school website:

- It is the policy of the school not to show any images on this website which may identify individuals, particularly children, where those individuals or their parents have so requested.
- If it is impractical not to show images of individuals (for example, in group photographs) then unrecognisable and/or blurred images will be used.
- Children will not be shown in any of images in any state of undress.
- Generally, adult's names will be published as their title, given name and last name e.g., Mrs Susan Jones.
- Children's names will be published only if the context suggests it is appropriate, such as award winners.
- Personal details of children, staff and governors, such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website or school e-mail.

Your attention is also drawn to the Stonegate School policies published on this website as amended from time to time.

Specified information to be published on a school's website

1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.
2. Either—
 - (a) The determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or
 - (b) Information as to where and by what means parents may access that information in the local authority's composite prospectus published on their website.
3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty's Chief Inspector of Education, Children's Services and Skills.
4. The school's most recent key stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education's website.
5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education's website.
6. The following information about the school curriculum—
 - (a) In relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;
 - (b) In relation to key stage 1, the names of any phonics or reading schemes in operation; and
7. The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of behaviour policy).
8. The amount of the school's allocation from the Pupil Premium and Sports Funding grant in respect of the current academic year; details of how it is intended that the allocation will be spent; details of how the previous academic year's allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.
9. The report prepared by the school under section 317(5) (a) of EA 1996 (duties of governing bodies in relation to special educational needs).
10. The school's charging and remissions policy determined by them under section 457 of EA 1996.
11. A statement of the school's ethos and values."

Safeguards

The safety of children and others who appear or are referred to on the published site is of paramount importance.

Information suppliers

The main supplier of information for the web site is the Head Teacher and school staff. Other sources include the School Governors and PTA.

Access and Approval

- The Headteacher and School Secretary will have full access to the school website.
- Updating of web pages is password protected.
- The Site Administrator (headteacher) has full control over adding new pages to the site.
- Information suppliers have to request a new page, which can then be created.
- All content for publication to the website is checked and approved by the Head Teacher prior to being published.

Privacy

- Adults have the right to refuse permission to publish their image on this site.
- Parents have the right to refuse permission for their child's work and/or image to be published on this site.
- Those wishing to exercise this right should express their wishes in writing to the Head Teacher, clearly stating whether they object to work, images, or both being published.

Monitoring

The Head Teacher and School Secretary will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by the Head Teacher and with copyright laws (as far as is possible).

- Any persons named or identified on a web page can ask for their details to be removed.
- New pages will be tested for errors immediately after installation.
- The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of the School management and staff to ensure this happens.
- The website is reviewed annually by the Governors using the Local Authority website checklist.

Maintenance and Editing

- At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office.
- Back-up copies of both the website and the underlying database structure are held by the School Administrator. The School Administrator also holds all necessary user names and passwords.

Provider

In July 2016, the school took out a rolling contract with a schools website provider:

New Era Education Ltd
Victoria House, 125 Queens Road, Brighton, BN1 3WB.

The layout of the website and the information contained has been discussed and agreed by the Headteacher and the School Governors.

Other Website addresses

For use of G-Suite the school also holds and owns the website address:

www.stonegateschool.org

This address will also direct you to the main school and pre-school website:
www.stonegate.e-sussex.sch.uk