



# School Information Published on a Website Policy

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Approved by Trust Board: .....

Chair of Trustees signature: \_\_\_\_\_

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## Contents

Rationale .....	3
Content.....	3
Statutory requirements for our websites .....	3
Styling .....	4
Privacy and safety issues .....	4
Advertising.....	4
Copyright .....	4
Contact.....	5
Related Policies .....	5
Review .....	5

## Rationale

The main purpose of the Prince Albert Community Trust website ([www.pact.bham.sch.uk](http://www.pact.bham.sch.uk) / [www.the-pact.co.uk](http://www.the-pact.co.uk)) and our school websites is to aid communication.

Our school websites include:

- Prince Albert Primary School [www.princealbert.bham.sch.uk](http://www.princealbert.bham.sch.uk);
- Heathfield Primary School [www.heathfld.bham.sch.uk](http://www.heathfld.bham.sch.uk);
- Highfield J&I School [www.hifield.bham.sch.uk](http://www.hifield.bham.sch.uk); and
- Birchfield Primary School [www.birchfld.bham.sch.uk](http://www.birchfld.bham.sch.uk).

These websites allow us to:

- provide school information, news and curriculum details for students and parents;
- promote our school to prospective pupils and parents;
- showcase examples of pupils' work through photographs, written articles and videos to involve parents and carers in their children's learning;
- share links to resources for learning and development both within school and with colleagues and pupils anywhere; and
- provide two-way communication with the whole Trust and school communities.

## Content

In order that the websites serve as reliable resources for pupils and employees, as well as for parents, prospective pupils and the Board of Trustees, they must contain timely information. Subject leaders, phase leaders and Head Teachers must ensure that information relevant to their area of responsibility is kept up to date and changes are passed onto the Website Administrator in a timely fashion.

Persons wishing to post announcements on the home page or other portions of the websites should submit their request to the Website Administrator via the appropriate school's ICT Service Desk using the PACT Website Upload form. Postings and their content will be edited and uploaded at the discretion of the Website Administrator.

## Statutory requirements for our websites

The Executive Senior Leadership team, Central Support Team and Senior Leadership teams at each school will provide the Website Administrator with all statutory information required to be published on the school websites, as outlined below.

### *The School Information (England) Regulations & Academy Funding Agreement*

On 14<sup>th</sup> February 2017, new regulations came into force regarding school information on school websites. In compliance with these regulations and our academy funding agreement, our school websites will contain the following information:

- contact details – including the Head of School's name, along with details of our Multi-Academy Trust;
- admission and exclusion arrangements;
- a link to the schools latest Ofsted Report;
- the most recent Key Stage 2 results;
- a link to the school performance tables on [www.education.gov.uk](http://www.education.gov.uk);
- school curriculum information for each year group by subject, including phonics/reading schemes;
- behaviour policy – including an anti-bullying strategy;
- Pupil Premium allocation, use and impact on attainment (for the current and previous academic year);
- PE & Sport Premium allocation, use and impact on participation and attainment;
- Special Educational Needs & Disabilities (SEND) policy and SEN information report (Local Offer);
- accessibility plan;
- equality objectives;
- complaints policy;
- annual reports and accounts (link to the Trust website);
- charging and remissions policy;
- school's ethos and values; and
- academy representatives' details including business and pecuniary interests, governance roles in other schools and the structure and responsibilities of governance.

### *The Prince Albert Community Trust Funding Agreement*

Our Trust website ([www.pact.bham.sch.uk](http://www.pact.bham.sch.uk) / [www.the-pact.co.uk](http://www.the-pact.co.uk)) will contain the following information as outlined in our funding agreement:

- details of the Board of Trustees including members' names, business and pecuniary interests, governance roles in other schools and the structure/responsibilities of the members;
- annual accounts for at least the previous two years;
- an annual report;
- the Trust's articles of association; and
- the Trust's funding agreement.

## **Styling**

All pages and content follow an agreed set style and layout; any additional documents that wish to be added or posted as downloadable content must be agreed with the Website Administrator.

It is important to remember that, as in the case of anything else on the website, audio and video clips represent the Trust and its schools. Therefore, audio or video must be of the highest possible quality. Video, which is inappropriate in content, blurry, unsteady, or difficult to view, will not be posted. Audio that is difficult to hear or inappropriate in content will not be posted. Content must be of a nature as to speak to unique aspects of the Trust, schools or community life. Final discretion as to whether a media file is posted rests with the Website Administrator in tangent with the Executive Senior Leadership Team.

## **Privacy and safety issues**

It is the duty of the Trust and its schools to ensure that every child in our care is safe. No individual child may be identified or contacted by visitors to any of the websites. Personal contact information for pupils, parents, and staff, including home and e-mail addresses, telephone numbers, and other information that could be used by unauthorised individuals, will not be published on the websites.

*Photographs and video:* Photographs and video on the websites are changed on a regular basis and when appropriate by the Website Administrator. All photographs and videos including pupils are reviewed for suitability before posting. Class teachers, subject leaders, and other members of staff providing an image to the Website Administrator are responsible for checking that the school has explicit consent from parents/carers for the image/video to be posted to the website.

*Files:* Work generated by pupils will be checked by staff before publication to ensure they do not include personal information, libellous statements or any copyright infringement. The filenames will not include pupil's names.

*School/Trust Email:* Email addresses of pupils will not be published. It may sometimes be necessary to publish a member of staff's school/Trust email address. The Trust, each school office and its employees may be contacted through the school-administered email links provided on the websites, such as those on the 'Contact Us' and 'Say It Like It Is' pages.

*External website links:* Content will be thoroughly checked before inclusion on the websites to make sure it is appropriate both to the school/Trust and the intended audience. Links will be checked regularly, not only to ensure that they are still active, but that the content remains suitable too. No links will be included to their own or other pupils' personal websites containing personal contact information. However, the Prince Albert Community Trust cannot assume any responsibility or liability for content placed upon linked websites outside of our control.

## **Advertising**

Unless approved by the Trust Board, the advertising or direct sale of non-school related goods and services is prohibited on all sections of all our websites.

## **Copyright**

Posting or providing access to material that violates the copyrights of other parties is strictly prohibited. Copyrighted materials, including educational materials subject to copyright, may not be placed on any of our websites. Knowingly providing links to websites that contain pirated materials is also prohibited.

## **Contact**

Please direct questions about this policy to the Website Administrator or Central Support Team.

## **Related Policies**

This policy should be read in conjunction with the following policies:

- Trust Online Safety Policy
- Trust Data Protection & Privacy Policy

## **Review**

This policy will be reviewed annually, or more regularly in the light of any significant new developments or in response to changes in guidance.