

## SPT Website Audit

<b>ADMIN / ORGANISATION INFORMATION</b>			
A domain name that makes sense to visitors (eg "stcustardsprimary.sch.uk" not "wearetheprovidersofeducationinyourvillage.com")			
Contact details, with a link on each page to the Contact Us section.			
Headteacher's name with first name or initial (Mrs J Smith or Mr Richard Jones)			
A statement about the school's vision – its aims and values			
* Full details or links to admission arrangements, including your selection, oversubscription criteria and appeals process, statement of your current published admission number (PAN) and the school's process for applications through the local authority			
* Charging and remissions Policy / Information (the circumstances under which you will make charges and the levels of such charges for school activities and school visits)			
Term dates for the next two years			
Times of school day and lessons			
Holidays in term time policy, & application forms (NB This may not be relevant if law changes)			
Complaints policy			
A link to your VLE portal, with instructions on how to get a parent's password			
A link to the entry on the <a href="#">DfE Compare Schools</a> site			
Names of key staff, with responsibilities (Head of Y6, SENCO, Attendance Officer, Examinations officer)			
Map showing location, and directions, especially if parking or access is complicated.			
Events calendar			
Icons for awards that the school has gained – Arts Mark, Investors in People etc.			
<a href="#">Jargon buster</a> glossary and list of <a href="#">acronyms</a>			
A <a href="#">translate button</a> , or key pages in languages that your parents use. See a <a href="#">Primary</a> and Surrey County Council's <a href="#">information on school uniform</a> in <a href="#">Polish</a> and <a href="#">Urdu</a> . You can download <a href="#">template school letters</a> in different languages, and access a range of <a href="#">resources to include</a> on your site (eg Afl Guide for Students in <a href="#">English</a> and <a href="#">Polish</a> .)			
FAQ page and / or Ask Us page			

Links to useful websites, such as Local Authority Schools website, Direct.Gov Schools and the DfE home page and websites, such as CBeebies, TES Resources, Mumsnet, local community sites			
This week's lunch menu			
Snow and bad weather policy, with a link to the local radio station Snow Line			
Uniform list, with contact details for local suppliers (& downloadable order form)			
Downloadable permission forms for school trips, holidays			
Newsletter and copies of letters to parents			
Link to Parent View on Ofsted website			
*Information about disabled access			
<b>CURRICULUM, T &amp; L and ASSESSMENT</b>			
* Details of Pupil Premium allocation and plans for how funding will be prioritised in the current year. For the previous year, a statement confirming funding allocation and how the money was spent, along with the impact this had on "closing the gap" in achievement for targeted pupil groups			
" Details of curriculum provision, content and approach, by year and by subject (including details of GCSE options and other qualifications offered at Key Stage 4 and 5 in secondary)			
* Your approach to the teaching of reading, including whether reading is taught through systematic synthetic phonics ( <i>primary phase</i> ) and any reading recovery programmes			
* Details of your reading schemes in KS1			
* The school's arrangements to support pupils with SEN and disability			
The academy homework timetable and spellings lists			
* Links to Ofsted reports, and achievement & attainment performance data,			
After school clubs, and extra-curricular activities			
Sporting fixtures and information			
Gallery of children's work			
Details of how pupil achievement is recognised (Rewards/Praise systems)			
<b>GOVERNANCE</b>			
List of Governors, with dates of election and representation (SPTA, Staff, etc.)			
Governors' page, introduction by chair of GB, with information about the role of the Governing Body, how to become a Governor, forthcoming meeting dates and how to contact the GB			
Information about the PTA or Parents Forum			
SEF Summary, SDP Priorities			

Anti-bullying policy			
Safeguarding policy			
*Behaviour policy (including the GB's statement of principles which informs that policy)			
<b>Other ideas to consider</b>	Red	Amber	Green
A feedback page, explaining how parents' questions and suggestions have been acted on (" <i>You told us there was a problem with parking near the school on parents' evenings, so we have .....</i> ")			
Short videos on how to help your child with their reading, or showing how you teach multiplication			
Links to the feeder schools websites, and information / advice about transition			
<b>Key: Red - Not in place    Amber - Partially    Green - In place</b>	Red	Amber	Green