

## Spring Meadow Infant and Nursery School website strategy

1. Purpose and vision	<i>The school website is our window to the whole school community and the world beyond. We share the achievements of our pupils and involve parents in their child's learning by publishing examples of activities and events across the year to demonstrate the full breadth of the curriculum at our school. Documents of importance to a wider school community will be published and located through the website.</i>
2. Website responsibility	<i>The Head Teacher has the overall responsibility for the website. The facilities and operations manager has overall responsibility for the policies which must be provided on the website. The Deputy Head Teacher provides homework and other information pertinent to the curriculum on a weekly basis.</i>
3. Who hosts the website	Fruits Media developed the current school website supported by the Head Teacher.
4. Approval Process	Submissions to the website will be Forwarded/submitted Rachel Mathie, Louise Kansu or Annette Blewett.
5. Loading Information	Rachel Mathie and Louise Kansu as well as the web designer.
6. Review of content	An annual review of the website is undertaken in September by a working party consisting of a member of the school leadership team, governor representative, school staff,
7. Safe practices	<p><i>The School operates the following policy on its website regarding the use of photographs to ensure the privacy and safety of pupils at the school:</i></p> <p style="padding-left: 40px;"><i>Where pupils are named, only their first names are given;</i>  <i>Where a pupil is named, no photograph of that pupil is displayed;</i>  <i>Where a photograph is used which shows a pupil, no name is displayed.</i></p> <p><i>By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils.</i></p> <p><i>The school follows a policy of seeking parents' permission before using images which show pupils on the website.</i></p> <p><i>No other private information about pupils is ever published on the website such as surnames or contact details.</i></p>
8. Content ownership	<i>All Content included on the Spring Meadow website including, but not limited to, text, graphics, logos, icons, images, sound clips, video clips, data compilations, page layout, underlying code and software is the property of the school, our affiliates or other relevant third parties. By continuing to use the site you acknowledge that such material is protected by applicable United Kingdom and International intellectual property and other relevant laws.</i>

9. Copyright

*You may not reproduce, copy, distribute, store or in any other fashion re-use material from the Web Site unless otherwise indicated on the Web Site or unless given express written permission to do so by the school. Please contact Rachel Mathie*

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Useful Links

Gov.UK Guidance- What maintained schools must publish online

September 2014 the Department for Education has published information that local authority schools must publish on their websites

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

and

A quick, easy list to help you check if everything is up to date on your website

[https://www.webanywhere.co.uk/sites/webanywhere.co.uk/files/resources/ofsted\\_requirements\\_2015.pdf](https://www.webanywhere.co.uk/sites/webanywhere.co.uk/files/resources/ofsted_requirements_2015.pdf)

Clerk to Governors information about school websites

<http://www.clerktogovernors.co.uk/your-school-website/>

Domain names

Nominet UK is the officially recognised registry for UK domain names.

<http://www.nominet.uk/>

Creating and Managing a school website

This document is the 'result of the experiences and lessons learned' of 15 schools involved in the Scottish Schools get Online project and is designed for schools considering or reviewing their website.

<https://www.salford.gov.uk/d/creating-and-managing-school-websites-2007.pdf>