



West Bridgford Junior School Website Policy

Aims and Purpose of our school website

Our school website aims to promote and celebrate our school community. We have planned and designed it carefully to reflect our school values, ethos and attitudes.

We will use our website to:

- Provide news and information,
- Share pupil's activities and achievements
- Make links with the local and wider community
- Provide guidance and support for parents

Our audience

The audience for our website will include:

- Parents and carers
- Current pupils
- Past pupils
- School Staff
- LA colleagues
- The wider educational community
- The public

Planning and Design

Our school website has been planned by a staff working party in consultation with the Senior Leadership team and other members of the staff and governing body. Our school website is hosted by 'Primary Site.'

Content and Contribution

We recognise that our school website is a reflection of our school that is available across the world. We will ensure that all content of our website is appropriate to our aims, and of a high standard. Our website has the following main sections:

- Relevant information needed for prospective parents
- A diary of events
- Relevant documents, letters and forms for parents to use
- Pages on school initiatives
- Diaries of residential trips to inform parents of activities
- Photographs of activities, achievements and important events
- Governors information
- Contact information for the Head Teacher, office and Governing Body
- Year group blogs

Children's work will be checked and supervised by staff members, and only authorised staff will be able to upload material. Overall responsibility for our school website lies with the Headteacher.

There is a school website editorial board that oversees web publication, to ensure that consistent standards of content and presentation. This editorial board comprises:

- Head Teacher
- Computing governor representative
- Computing Co-ordinator

Using images of pupils

Pictures and photographs of our school and the pupils and staff who work here make our school website interesting, relevant and attractive, and we are keen to share our achievements with our audience. We are aware, however, of the need to safeguard pupil's personal information.

We follow LA and DfE guidelines on the use of images of pupils on our website. Please see the Photo Consent Form.

Pupil safety is our highest priority, and to this end we do not publish any identifying personal details of pupils on our public website. These include:

- We only use first names when crediting work.
- Pupil images and names will never be published together.
- Pupil's personal information, hobbies and interests will not be published alongside names or photographs
- Most photographs and images used on our website will not allow individual children to be identified.
- Parental consent/no consent are obtained when children enter Year 3 and are kept for their duration of time at school. Parents have the opportunity to amend their decision at any point.

Parental Consent

Parents sign a section giving consent for their child's work and images to be used on the school website. In addition to the Photo Consent form please see the Internet Acceptable Use policy for more details.

Updating and Monitoring

We understand that a school website can easily become out of date and inaccurate and that this will reflect badly on our school community in the wider world. We therefore ensure that our website is updated appropriately. Staff details, school dates and other administrative information are updated when necessary. Please also refer to Nottinghamshire County Council E-Safety Guidance for School Staff document and Nottinghamshire County Council Emails and Internet Code of Practice for Schools.

Storage

Care has been taken to ensure that webhosting and data storage for the website is GDPR compliant.

The responsibility for this lies with the editorial team as outlined above.