

Cape Primary School

What Schools Must Publish Online

2024-25



www.capeprimary.com

What maintained schools must publish online

This document the information schools must publish online and where you can find them on our school website.

Contact details

Location - <https://www.capeprimary.com/contact-details/>

Your school's website must include the following:

- your school's name
- your school's postal address
- your school's telephone number
- the name of the member of staff who deals with queries from parents and other members of the public
- the name and contact details of your special educational needs co-ordinator (SENCO), unless you're a special school

Admission arrangements

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

Community schools and voluntary-controlled schools

As the local authority manages your admissions process, refer parents to the local authority to find out about your school's admission and appeal arrangements.

School uniforms

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

The department produces statutory guidance on the cost of school uniforms which schools must have regard to when developing and implementing their school uniform policy. This guidance requires schools to publish their uniform policy on their website.

The published uniform policy should be easy to understand and, where a school has a school uniform, should:

- clearly state whether an item is optional or required
- make clear if the item will only be worn at certain times of the year (for example, if it's summer or winter uniform)
- make clear whether a generic item will be accepted or if a branded item is required
- make clear whether an item can only be purchased from a specific retailer or if it can be purchased more widely, including from second-hand retailers

Ofsted reports

Location - <https://www.capeprimary.com/ofsted/>

You must publish either a copy of your school's most recent [Ofsted report](#) or a link to the report on the Ofsted website.

Test, exam and assessment results

Location - <https://www.capeprimary.com/ofsted/>

Key stage 2 (end of primary school) results

You do not need to publish your key stage 2 results for the academic year 2021 to 2022 on your website, as the Secretary of State will not publish this data. This is because statutory assessments returned for the first time since 2019, without adaptations, after disruption caused by the pandemic.

You should continue to display your school's most recent key stage 2 performance measures, as published by the Secretary of State, on your website. For most schools, these will be the performance measures published for the 2018 to 2019 academic year.

You should clearly mark that these performance measures are for the 2018 to 2019 academic year and are not current. For example, you could add the following to your results:

“The government will not publish KS2 school level data for the 2021 to 2022 academic year.

Progress performance measures

If your school operates a sixth form, you do not need to display progress measures (level 3 value added), or an English and mathematics progress measure, for 16 to 18 students on your website. These measures will not be published for the 2021 to 2022 academic year.

Performance measures website

You must include a link to the [school and college performance measures website](#) and your school’s performance measures page.

School opening hours

Location - <https://www.capeprimary.com/contact-details/>

Schools should publish on their website their opening and closing times and the total time this amounts to in a typical week (for example 32.5 hours).

Schools should show the compulsory times they are open. This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities.

Curriculum

Location - <https://www.capeprimary.com/our-curriculum/>

You must publish:

- the content of your school curriculum in each academic year for every subject - this includes mandatory subjects such as religious education, even if it is taught as part of another subject or subjects, or is called something else
- the names of any phonics or reading schemes you’re using in key stage 1
- how parents or other members of the public can find out more about the curriculum your school is following

Location - <https://www.capeprimary.com/curriculum-1/>
You must also set out how over time you will increase the extent to which disabled pupils participate in the school’s curriculum, as part of your school’s accessibility plan. There are more details in the [special educational needs and disabilities section](#).

Remote education

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

You should consider publishing information about your school’s [remote education provision](#) on your website. An optional [template](#) is available to support schools with this.

Behaviour policy

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

You must publish details of your school’s behaviour policy.

The policy must comply with [section 89 of the Education and Inspections Act 2006](#).

Read [guidance on developing and publishing your school’s behaviour policy](#).

Pupil premium and recovery premium

Location - <https://www.capeprimary.com/pupil-premium/>

All schools that receive pupil premium funding must publish a pupil premium strategy statement each year by 31 December.

In the strategy statement, you must explain how your pupil premium and [recovery premium](#) is being spent and the outcomes that are being achieved for pupils. It’s important that parents and governors understand this, and you should write it with them in mind.

You must use the DfE template to produce your statement. This can be found alongside completed examples and guidance for school leaders on the [pupil premium](#) guidance page. The template has been designed to ensure that your statement reflects the requirements in the pupil premium [conditions of grant](#). This includes a requirement for pupil premium and recovery premium to be spent in line with the department's 'menu of approaches' from the start of the 2022 to 2023 academic year. The menu can be found in the document 'Using pupil premium: guidance for school leaders', on the pupil premium guidance page. We recommend that you plan your pupil premium use over 3 years. If you do so, you are still required to update your statement each year to reflect your spending activity for that academic year and the impact of pupil premium in the previous academic year.

PE and sport premium for primary schools

If your school receives [PE and sport premium funding](#), you must publish:

- the amount of premium received
- a full breakdown of how it has been spent (or will be spent)
- what impact the school has seen on pupils' PE and sport participation and attainment
- how the improvements will be sustainable in the future

You are also required to publish the percentage of pupils within your year 6 cohort who met the national curriculum requirement to:

- swim competently, confidently, and proficiently over a distance of at least 25 metres
- use a range of strokes effectively (for example front crawl, backstroke, and breaststroke)
- perform safe self-rescue in different water-based situations

You must publish all the information in this section by the end of the summer term, or 31 July at the latest. This is outlined in the [conditions of grant document](#).

To help plan, monitor and report on the impact of your spending, partners in the physical education and school sport sector have developed a template. The template can be accessed through the [Association for PE](#) and [Youth Sport Trust](#) websites.

Public sector equality duty

Location - <https://www.capeprimary.com/dfpolicies-required-by-law/>

[The Equality Act 2010: advice for schools](#) outlines how your school can demonstrate compliance with the public sector equality duty – for example, including details of how your school is:

- eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010
- advancing equality of opportunity – between people who share a protected characteristic and people who do not
- fostering good relations between people who share a protected characteristic and those who do not
- consulting and involving those affected by inequality, in the decisions your school takes to promote equality and eliminate discrimination - affected people could include parents, pupils, staff and members of the local community

As public bodies, local authority-maintained schools must comply with the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. This means you must publish:

- details of how your school complies with the [public sector equality duty](#) - you must update this every year
- your school's equality objectives - you must update this at least once every 4 years

Special educational needs and disability (SEND) information

Location - <https://www.capeprimary.com/dfpolicies-required-by-law/>

You must publish an information report on your website about the implementation of your school's policy for pupils with SEN. You should update the report at least annually. You should update any changes occurring during the year as soon as possible. The report must comply with section 69 of the Children and Families Act 2014, meaning that it must contain:

- the 'SEN information' specified in schedule 1 to the [Special Educational Needs and Disability Regulations 2014](#). Statutory guidance on this is contained in paragraphs 6.79 to 6.82 of the [special educational needs and disability code of practice: 0 to 25 years](#)
- information on:
 - the arrangements for the admission of disabled pupils
 - the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils
 - the facilities you provide to help disabled pupils to access the school
 - the plan prepared under [paragraph 3 of schedule 10 to the Equality Act 2010](#) (accessibility plan) for:
 - increasing the extent to which disabled pupils can participate in the school's curriculum
 - improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school
 - improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled

Complaints procedure

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

You must publish details of your school's complaints procedure, which must comply with [section 29 of the Education Act 2002](#).

Read guidance on [developing your school's complaints procedure](#).

You must also publish (as part of your [SEN information report](#)) any arrangements for handling complaints from parents of children with SEN about the support the school provides.

Governors' information and duties

Location - <https://www.capeprimary.com/meet-the-governors/>

You must publish information on the governing body in line with [statutory guidance on the constitution of governing bodies of maintained schools](#). This should include:

- details of the structure and responsibilities of the governing body and its committees
- the full names of the chair of the governing body and chair of each committee
- information about each governor, including their:
 - full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government)
 - relevant business and financial interests including:
 - governance roles in other educational institutions
 - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
 - attendance record at governing body and committee meetings over the last academic year

You should also publish the same information for associate members making it clear whether they have voting rights on any of the committees to which they have been appointed.

Collecting and publishing governing board diversity data

Diversity is important and we want governing boards to be increasingly reflective of the communities they serve.

We encourage schools to collect and publish governing board members' diversity data. Information should be widely accessible to members of the school community and the public. Board members can opt out of sharing their information, including protected characteristics, at any given time including after publication.

Schools must ensure that individuals cannot be identified through the publication of data, particularly when board member levels are low. Read more about this in the [data protection toolkit for schools](#) and [Equality Act 2010: advice for schools](#).

There is no prescriptive way to collect diversity data from volunteers; this needs to be done on a voluntary basis. Schools may prefer to adopt a similar approach to how they collate the diversity data of pupils.

Financial information

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

You must publish:

- how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this
- a link to the webpage which is dedicated to your school on the [schools financial benchmarking service](#) - follow the prompts to find your school's specific page

Charging and remissions policies

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

You must publish your school's charging and remissions policies (this means when you cancel fees). The policies must include details of:

- the activities or cases where your school will charge pupils' parents
- the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy

Read about [school charging and remission](#).

Values and ethos

Location - <https://www.capeprimary.com/welcome/>

Your website should include a statement of your school's ethos and values.

Requests for paper copies

Location - <https://www.capeprimary.com/dfp-policies-required-by-law/>

If a parent requests a paper copy of the information on your school's website, you must provide this free of charge.