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School Website Policy

#FI17

**Last amended 19th March 2025**

**To be reviewed no later than August 31st 2028**

**Contents:**

Common abbreviations and acronyms

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Access and approval
4. Statutory and recommended content
5. Information we will not publish
6. Data protection
7. Moderating and reviewing website content
8. Website analytics
9. Website disclaimer
10. License to use the website
11. Breaches of this policy

Monitoring and review

**Common abbreviations and acronyms**

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| **AA** | Admissions Authority | **GIAS** | Get Information about Schools |
| **AAI** | Adrenaline Auto-Injector (Epi Pen) | **GPA** | Government Procurement Arrangement |
| **ACM** | Asbestos Containing Materials | **HASH** | Herefordshire Association of Secondary Heads |
| **AFH** | Academies Financial Handbook | **HBV** | Honour Based Violence |
| **AHT** | Assistant Headteacher | **HR** | Human Resources |
| **AIR** | Attendance Intervention Reviews | **H&S** | Health and Safety |
| **APIs** | Application Programme Interfaces | **HoS** | Head of School |
| **BAME** | Black, Asian and Minority Ethnic Backgrounds | **HSE** | Health and Safety Executive |
| **BCP** | Business Continuity Plan | **ICO** | Information Commissioners Office |
| **BFR** | Budget Forecast Return | **IHP** | Individual Healthcare Plan |
| **CAMHS** | Child and Adolescent Mental Health Services | **IRMS** | Information and Records Management Society |
| **CEO** | Chief Executive Officer | **IWF** | Internet Watch Foundation |
| **CFO** | Chief Financial Officer | **KCSIE** | Keeping Children Safe in Education |
| **CIF** | Condition Improvement Fund | **KS1/2/3/4** | Key Stage 1/2/3/4 |
| **CIN** | Child in Need | **LAC** | Looked After Child |
| **CLA** | Children Looked After | **LADO** | Local Authority Designated Officer |
| **CMIE** | Child Missing in Education | **LGB** | Local Governing Body |
| **COO** | Chief Operating Officer | **LLC** | Low-Level Concerns |
| **COSHH** | Control and Substances Hazardous to Health | **LSA** | Learning Support Assistants |
| **CP** | Child Protection | **MASH** | Multi-Agency Safeguarding Hub |
| **CPD** | Continuing Professional Development | **MAT** | Multi-Academy Trust |
| **CSCS** | Children’s Social Care Services | **MFA** | Multi-Factor Authentication |
| **CSE** | Child Sexual Exploitation | **MFL** | Modern Foreign Language |
| **CTIRU** | Counter-Terrorism Internet Referral Unit | **NCSC’s** | National Cyber Security Centres |
| **CWD** | Children with Disabilities | **NPQEL** | National Professional Qualification in Executive Leadership |
| **DBS** | Disclosure and Barring Service | **PA** | Persistent Absence |
| **DDSL** | Deputy Designated Safeguarding Lead | **PAN** | Published Admission Number |
| **DfE** | Department for Education | **PECR** | Privacy and Electronic Communications Regulations |
| **DHT** | Deputy Headteacher | **PEP** | Personal Education Plan |
| **DSE** | Display Screen Equipment | **PEEP** | Personal Emergency Evacuation Plan |
| **DSL** | Designated Safeguarding Lead | **PEx** | Permanent Exclusion |
| **DPO** | Data Protection Officer | **PLAC** | Previously Looked After Child |
| **EAL** | English as an Additional Language | **PP** | Pupil Premium |
| **ECT** | Early Career Teacher | **PSHE** | Personal, Social and Health Education |
| **EHA** | Early Help Assessment | **PSED** | Public Sector Equality Duty |
| **EHCNA** | Education, Health and Care Needs Assessment | **PTFA** | Parent, Teacher and Friends Association |
| **EHCP** | Education, Health and Care Plan | **RIDDOR** | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |
| **EHE** | Elective Home Education | **RSHE** | Relationships, Sex and Health Education |
| **ELSA** | Emotional, Literacy and Support Assistant | **SALT** | Speech and Language Therapist |
| **ELSI** | Executive Leader for Safeguarding and Inclusion | **SARC** | Sexual Assault Referral Centre |
| **ESFA** | Education and Skills Funding Agency | **SBM** | School Business Manager |
| **EVC** | Educational Visit Coordinator | **SCCs** | Standard Contractual Clauses |
| **EWO** | Education Welfare Officer | **SDQ** | Strengths and Difficulties Questionnaire |
| **EYFS** | Early Years Foundation Stage | **SEMH** | Social, Emotional, and Mental Health |
| **FBV** | Fundamental British Values | **SENCO** | Special Educational Needs Coordinator |
| **FGM** | Female Genital Mutilation | **SEND** | Special Educational Needs and Disabilities |
| **FOI** | Freedom of Information | **SLA’s** | Service Level Agreements |
| **FSM** | Free School Meals | **STEM** | Science, Technology, Engineering and Maths |
| **FTS** | Find a Tender Service | **TA** | Teaching Assistant |
| **GAG** | General Annual Grant | **TCAT** | Three Counties Academy Trust |
| **GDPR** | General Data Protection Regulation | **VSH** | Virtual School Headteacher |

**Statement of intent**

Three Counties Academy Trust (TCAT) values the contribution that a website can make to our Trust and schools. The purpose of all of our websites is to:

* Promote TCAT and our schools
* Provide information to prospective parents, staff and the wider community
* Act as the main communication channel between staff, parents, pupils and the rest of the TCAT and school community
* Continuously raise standards in teaching and learning

TCAT and our schools are required by law to publish certain information to comply with The School Information (England) (Amendment) Regulations 2018. This policy outlines TCAT’s terms of use regarding the creation, development and use of both the TCAT website and individual TCAT school websites.

# Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

* The UK General Data Protection Regulation (UK GDPR)
* Data Protection Act 2018
* Safeguarding Vulnerable Groups Act 2006
* Freedom of Information Act 2000
* Computer Misuse Act 1990 amended by Police and Justice Act 2006
* The Education (Independent School Standards) Regulations 2014
* The School Information (England) (Amendment) Regulations 2018
* The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017
* Trade Union (Facility Time Publication Requirements) Regulations 2017
* DfE (2023) ‘What academies, free schools and colleges must or should publish online’
* DfE (2024) ‘Keeping children safe in education 2024’

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

* Online Safety Policy (SG43)
* Behaviour Policy
* Complaints policy and Procedures (GN9)
* Charging and Remissions Policy (FI1)
* Freedom of Information Policy (FI10)
* English as an Additional Language (EAL) Policy (CU11)
* Anti-Bullying Policy (SG19)
* First Aid Policy (HS2)
* Data Protection Policy (FI20)
* Disciplinary Policy and Procedures (HR3)
* Child Protection and Safeguarding Policy and Procedures (SG1)

and the following internal documents:

* Technology Acceptable Use Agreement
* Device User Agreement

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website.

# Roles and responsibilities

The Trust Board will be responsible for:

* Ensuring the appropriate policies and documents are published on the TCAT and each school’s website
* Ensuring policies and documents published on TCAT and each school’s website are current and accurate
* Holding the Executive Leadership and each school to account for having a website that is fit for purpose and contains all the necessary information

The Executive Headteacher/CEO will be responsible for:

* Working with the Board Appointed Trustee to ensure policies used across all TCAT schools are current and available

Headteachers/Heads of School will be responsible for:

* Assisting the Communications Officer in ensuring that their school website meets any statutory requirements, and that content is appropriate for the site
* Ensuring that all staff who publish content on their school website are aware of the relevant child protection, privacy, data protection, liberal, defamation, harassment and copyright laws that may apply
* Ensuring that all members of their staff are aware that they are not permitted to express personal opinions on the website and are aware of the consequences of doing so
* Promoting the work of the school through their website and sharing content as appropriate with the Communications Officer for publication to the TCAT website

The Communications Officer will be responsible for:

* The overall management of the TCAT and school websites, ensuring that all content is up-to-date and relevant, and that any statutory requirements are met as directed by the Executive Headteacher/CEO and Headteachers/Heads of School
* Updating the school website content, at the direction of the Executive Headteacher/CEO and Headteachers/Heads of School
* Approving any content, in liaison with the Executive Headteacher/CEO or Headteachers/Heads of School, that other members of staff wish to publish on the TCAT or school websites
* Reporting any problems with the TCAT or school websites to the Executive Headteacher/CEO or Headteachers/Heads of School

# Access and approval

Before content is published to the school website, it will be approved by the Executive Headteacher/CEO or Headteachers/Heads of School. Any member of staff wishing to post content to the TCAT or school websites will consult with the Executive Headteacher/CEO or Headteachers/Heads of School about the purpose of all proposed content and website activity. Any content that is contributed to by other parties or external organisations is discussed with, and approved by, the Executive Headteacher/CEO or Headteachers/Heads of School. Permission will be sought from the relevant people before citing or referencing their work.

All written content will go through a quality assurance process before being published to ensure a high standard of quality and accuracy. All content is proofread by another designated member of staff as delegated by the Executive Headteacher/CEO or Headteachers/Heads of School. Any amendments will be discussed with the author, and the material will be revised appropriately. Consideration is given to the language that is used on the TCAT or school websites, ensuring that it is appropriate for the audience, e.g. swearing and innuendos will not be tolerated on the website.

Staff members will not be permitted to disclose information, make commitments or engage in activities with third parties on behalf of TCAT or their school without authorisation from the Executive Headteacher/CEO or Headteachers/Heads of School. Approval for participating on behalf of TCAT or a TCAT school, on websites created by third parties, will be obtained from the Executive Headteacher/CEO.

Inappropriate or abusive comments will be removed from the TCAT or school websites immediately and reported to the Executive Headteacher/CEO. In the case of illegal content or behaviour, the Executive Headteacher/CEO will inform the appropriate authorities immediately, such as the police and the Child Exploitation and Online Protection Centre (CEOP).

Any content written by pupils will be reviewed by the Headteacher/Head of School or other delegated member of staff prior to publishing to ensure that no personal details are included that could lead to the identification of the pupil.

All content will be checked by the Executive Headteacher/CEO or Headteachers/Heads of School, or other delegated member of staff, for its suitability for its intended audience. All content will be reviewed by the Executive Headteacher/CEO or Headteachers/Heads of School or other delegated member of staff to ensure that it is in no way defamatory. Content is checked by the Executive Headteacher/CEO or Headteachers/Heads of School or other delegated member of staff to ensure (as far as possible) that no copyright or intellectual property rights are infringed. All links to external sites will be checked for the suitability of their content for their intended audience.

Parents will be permitted to request a paper copy of any information published on the TCAT or individual school websites, and this will be provided free of charge.

Authors will be accurate, fair and transparent when creating or altering online sources of information.

All content expressed on the TCAT or school websites, and any social media accounts, will not breach copyright, data protection or freedom of information legislation.

# Statutory and recommended content

(NB, recommended content, identified in italics, is not statutory but all TCAT schools will endeavour to publish it as good practise)

### Contact details

Each TCAT school will publish:

* The name of the school
* Postal address
* 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 the SENCO
* *Name of the Executive Headteacher and/or the Headteacher/Head of School*
* *Name of the trust’s sponsor*

### School opening hours

Each school will publish its opening and closing times, including:

* The total hours this amounts to in a typical week
* Compulsory opening times, i.e. morning registration and the official end of the school day

### Careers guidance information

Our secondary schools will publish details of the careers programme, including the following:

* The name, email address and school telephone number of the school’s careers leader, being the individual who leads and co-ordinates the careers programme
* A summary of the careers programme including details as to how pupils, parents, teachers and employers may access information regarding the careers programme
* How the school measures and assesses the impact of the careers programme on pupils
* The date of the school’s next review of the information published under this sub-paragraph
* A provider access policy statement, including the following:
	+ Pupils’ entitlement to careers guidance
	+ Who handles access requests
	+ The opportunities that are provided to allow access to pupils
	+ Who providers should contact to discuss events and options
	+ The rules for granting and refusing access requests
	+ What can providers expect once a request has been accepted
	+ Whether you allow providers to leave prospectuses, and if so, the process to follow

### Admission arrangements

TCAT will publish the admission arrangements for each TCAT school, which are published each year and kept on the website for the whole academic year, including the following:

* How each school considers applications for every age group
* What parents should do if they want to apply for a place at a TCAT school for their child
* Each school’s oversubscription criteria
* The published admission number (PAN), and any updates to the PAN
* Details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought
* Any variation to the admissions arrangements that may happen during the school year

TCAT will also publish a timetable for organising and hearing admission appeals by the agreed date each year. The timetable:

* Outlines the deadline for submitting appeals which allows those making an appeal at least 20 school days from the date of notification that their application was unsuccessful to submit a written appear
* Includes reasonable deadlines for those submitting an appeal to submit additional evidence, for admissions authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties
* Ensures those making an appeal receive at least 10 school days’ notice of their appeal hearing
* Ensures that decision letters are sent within five school days of the hearing, where possible

### Exclusion arrangements

TCAT will publish details of its exclusion arrangements.

### Policies and procedures

Where policies are centralised, TCAT will publish copies of the following policies and procedures and where these are delegated to each TCAT school, the school will publish:

* Behaviour Policy (school)
* The complaints procedure, including the number of complaints registered under this procedure during the preceding school year (Trust)
* Arrangements for handling complaints from parents of children with SEND, including information about the support the school provides (Trust)
* Charging and Remissions Policy (Trust)
* Child Protection and Safeguarding Policy and Procedures (Trust)
* Freedom of Information Policy (Trust)
* Uniform Policy (Trust for policy, school for requirements)
* *A statement of the school’s values and ethos (school)*
* *English as an Additional Language (EAL) Policy (Trust)*
* *Anti-Bullying Policy (Trust)*
* *First Aid Policy (Trust for policy, school for specifics)*
* *A policy on the employment of ex-offenders (Trust)*

### Freedom of Information documents

TCAT will publish:

* The publication scheme, which complies with section 19 of the Freedom of Information Act 2000
* The ‘guide to information’
* The schedule of fees (included in the guide to information)

### Assessment and attainment information

Each school will publish details of, or a link to, the school’s most recent Ofsted report and a link to the school’s performance tables on the DfE website.

The school will also publish its most recent key stage results, including the following:

**[KS2]**

* Average progress scores in reading, writing and maths, including the average progress that pupils have made between KS1 and KS2 in reading, writing and maths
* Average ‘scaled scores’ in reading and maths
* Percentage of pupils who achieved the ‘expected standard’ or above in reading, writing and maths
* Percentage of pupils who achieved a high level of attainment in reading, writing and maths

**[KS4]**

* Progress 8 score
* Attainment 8 score
* Percentage of pupils who achieved a strong pass (grade 5 or above) in English and maths at the end of KS4
* Percentage of pupils who achieved the Ebacc
* *Pupil destinations*
* *Percentage of pupils entering for the English Baccalaureate (Ebacc)*

### Curriculum information

Each school will publish its curriculum information, including the following:

* Curriculum approach and content for each subject and year group, including RE even if it is taught as part of another subject or subjects, or is called something else
* How additional information about the curriculum can be obtained by parents
* [KS1 only] The names of any phonics or reading schemes in operation
* [KS4 only] A list of courses available to pupils, including GCSEs

### Remote education

Each school will publish information about its remote education provision, including:

* Curriculum expectations
* The daily number of hours that we expect pupils to partake in remote learning for each key stage
* How to access remote education
* The approaches to remote education that are used in the school, e.g. live teaching
* Expectations for pupils’ engagement
* Expectations for parental support to pupils during remote education
* Assessment information
* What additional support is available for pupils with particular needs

### Pupil premium funding

Each school will publish its strategy for the use of pupil premium funding per academic year, including information about the following:

* The school’s pupil premium allocation
* A summary of the main barriers to educational achievement faced by eligible pupils
* How the school will spend the funding to address those barriers
* How the school will measure the impact of the funding
* The date of the next review of the strategy

For the previous academic year, each school will publish:

* How the funding was spent
* The effect of the expenditure on eligible and other pupils

### The PE and sport premium (primary schools only)

Each school will publish information surrounding the PE and sport premium, including the following:

* The allocation for the current academic year
* How the funding will be spent
* The effect of the premium on pupils’ PE and sport participation and attainment
* How last year’s allocation was spent
* How the funding impacted pupils
* How the school will ensure these improvements are sustainable
* How many pupils within the Year 6 cohort can swim competently, confidentially and proficiently over a distance of at least 25 metres; use a range of strokes effectively; and perform safe self-rescue in different water-based situations

### SEND information

TCAT or each school will publish:

* A SEN information report on the school’s SEND policy, which will be updated annually and updated during the year as a result of any changes (school)
* The school’s accessibility plan (Trust)
* Details of how the report complies with the Children and Families Act 2014, the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014, including the following details:
* The kinds of special educational needs for which provision is made at the school (school)
	+ Information about the school’s policies for the identification and assessment of pupils with special educational needs (school)
	+ Information about the school’s policies for making provision for pupils with special educational needs, whether or not pupils have an education, health and care plan (school)
	+ The arrangements for the admission of disabled pupils (Trust)
	+ The steps the school has taken to prevent disabled pupils from being treated less favourably than other pupils (school)
	+ The facilities the school provides to help disabled pupils to access the school (school)
	+ How the school increases the extent to which disabled pupils can participate in the school’s curriculum (school)
	+ Plans to improve 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 and services provided or offered by the school (Trust and school)
	+ Plans to improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled (school)

### Academy oversight information

TCAT will publish:

* The annual accounts, published no later than the end of January following the financial year to which the accounts relate
* The memorandum and articles of association, annual report, funding agreement (including master and supplementary agreements), and the names of charity trustees and members
* The structure and remit of the trust’s members, board of trustees, its committees and local governing boards, and the full names of the chair of each (where applicable), including the scheme of delegation for the trust and terms of reference detailing clear lines of accountability
* Each trustee’s attendance records at board and committee meetings over the last academic year
* Each local governor’s attendance records at local governing board meetings over the last academic year
* The full names, dates of appointment, and date of resignation (where applicable) of each member who has served over the past 12 months, and their relevant business and pecuniary interests
* The full names, dates of appointment, terms of office, dates of resignation (where applicable), the appointing person, and the relevant business and pecuniary interests of each trustee and local governor who has served over the past 12 months

### Financial information

TCAT will publish how many Trust employees, if any, have a gross annual salary and benefits of £100,000 or more (including employer pension contributions), in increments of £10,000.

### Equality objectives

TCAT will publish the following details:

* How TCAT is complying with the public sector equality duty, which we will update every year
* TCAT’s equality objectives, which we will update at least once every 4 years

### Performance tables

Each school will include a link to the school and college performance tables, as well as its performance tables page.

Gender pay gap reporting

TCAT will publish the following gender pay information annually:

* *The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees*
* *The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees*
* *The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees*
* *The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees*
* *The proportions of male and female relevant employees who were paid bonus pay*
* *The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands*

### The Trade Union (Facility Time Publication Requirements) Regulations 2017

As per section 8 of The Trade Union (Facility Time Publication requirements) Regulations 2017, if the employee number condition is met in respect of a relevant period, the school will publish the information that comprises the response to questions, or requests for information, as set out in Schedule 2.

# Information we will not publish

TCAT and our schools will not publish information, including in draft form, which could reveal confidential information about individual members of the TCAT community or information which is exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.

Information which is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

All information that is to be published will be checked by the Executive Leadership Team, school DSL’s and the DPO, where appropriate, to ensure that the content is in accordance with safeguarding and data protection regulations.

TCAT and our schools will make every effort to maintain confidentiality and guard against unwanted publicity in the event that an allegation is being investigated or considered. As such, no material will be published that could lead to the identification of a staff member at any TCAT school who has been accused.

# Data protection

Trust and school website content will not identify any pupil by their full name nor will we allow identifying information to be published without the written consent of a parent. Personal details of pupils or staff, such as home addresses, telephone numbers and personal email addresses, will not be posted on the school website.

Images and videos of pupils will not be published without written consent from a parent. Any images of pupils will not be labelled with their full names. Pupils are only shown in photos where they are suitably dressed.

Permission is obtained from parents before publishing the work of any pupil. Only the pupil’s first name and class/year group will be used to identify the work. Parents have the right to refuse permission for their child’s work and/or image to be published on the TCAT or individual TCAT school website. Those wishing to exercise this right should express their wishes in writing, clearly stating whether they object to work, images or both being published.

TCAT websites uses cookies, also known as internet cookies or web cookies, which are small blocks of data that is given to a web browser by a web server. The school has a duty to notify users if a cookie is sent to them, which may be stored by their browser on their computer's hard drive. The school may use the information obtained from the cookie in the administration of the school website, to improve the website's usability and for marketing purposes. The school may use the information gathered from the cookie to recognise a user’s device when they visit the school website, and to personalise the school’s website for the user.

# Moderating and reviewing website content

All content is moderated and reviewed.

For TCAT, the Executive Headteacher/CEO in collaboration with the Executive and Central Teams will review the content of the TCAT website on a termly basis and ensure all information is up-to-date.

For each school, the Headteacher/Head of School in collaboration with their SLT will review the content of the school website on a termly basis and ensure all information is up-to-date. In case of absence, other members of staff are adequately trained and prepared to maintain and moderate the school website and any social media accounts.

All external links used on the TCAT or school websites will be checked and monitored to ensure that they are safe and appropriate for the intended audience.

All activity on the TCAT or school websites will be reviewed regularly by theCommunications Officer**.**

# Website analytics

An integral part of each website is tracking, when a website is set up, enabling us to track visitor numbers and the pages they visit. This information is powerful in helping the school to understand which media types are effective in attracting visitors and which pages are the most popular.

TCAT and our schools use analytics provided by Schudio who maintain our websites as a comprehensive method of tracking website data and to collect information in an anonymous form on how visitors use the websites.

# Website disclaimer

The information on the TCAT and school websites will be provided free-of-charge, and therefore, TCAT believes that it would be unreasonable to hold TCAT or a TCAT school liable in respect of the website and the information on the website. TCAT and our schools ensure that the information on the website is correct and kept up-to-date as much as possible.

To the maximum extent permitted by applicable law, TCAT and our schools will exclude all representations, warranties and conditions.

An appropriate disclaimer will feature on each website, outlining TCAT’s legal position and interests in terms of the use of the website.

TCAT or our schools will not be liable for any direct, indirect or consequential loss or damage arising under this disclaimer or in connection with the TCAT or school websites, whether arising in tort, contract, or otherwise – including, without limitation, any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings.

TCAT will review and revise this disclaimer regularly.

#  License to use the website

Parents and the public may view and download TCAT and school website content for caching purposes only, and print pages from the websites, provided that:

* Material is not republished or reproduced from any TCAT website (including republication on another website) in any public or private electronic retrieval system
* Material on the TCAT or school websites is not reproduced, duplicated, copied, sold or otherwise exploited for a commercial purpose, without TCAT’s express written consent

# Breaches of this policy

Any breach of this policy may lead to disciplinary action being taken against the staff member(s) involved, in line with TCAT’s Disciplinary Policy and Procedures. Any action that is taken against breaches of this policy will be in accordance with the relevant disciplinary procedures. Breaches of confidentiality, defamation or damage to the reputation of the school may result in disciplinary action or dismissal.

# Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 31st August 2028.

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| Signed by: |
|  | Executive Headteacher/CEO | Date: |  |
|  | Board appointed Trustee | Date: |  |