



Richmond Hill School (RHS)

Website Monitoring Policy

(Effective From March 2026)

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1. Background

Schools are required to publish certain information online, which in practice means that RHS must have a school website and ensure that it is maintained and up to date in accordance with the Department of Education guidance titled "What maintained schools must publish online" that was last updated on 24th October 2024.

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

The legislative basis of the above requirement that every local-authority-maintained school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2012 and 2016 and other relevant legislation.

The key to success is to make sure our school website is well organized, easy to navigate and provides clear content. This will give the best first impression to potential Ofsted Inspectors.

2. Scope

This Policy will apply to the periodic review of the Richmond Hill School (RHS), inclusive of the East and West sites. The Board of Governors will be advised of the monitoring outcomes derived from this policy. This Policy will be subject to review by auditors, Ofsted and other interested parties as and when required.

3. Objectives

The purpose of this policy is to ensure that the RHS website will be reviewed at least annually in order to satisfy the current statutory requirements set out in the Department of Education guidance titled "What maintained schools must publish online" that was last updated on 24th October

2024 <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>.

4. Basic Principles

- We must ensure that our policies are as easy to find as possible – consider having a central policies page or use our [Key Information](#) module to organise statutory content. This will save time when updating information as all our policies will be in one place.
- It is therefore important to be able to access accurate information from our website, quickly and easily.

5. Disclosure Requirements: What Needs to be disclosed?

1. Admission arrangements
2. Behaviour policy
3. Careers programme information

4. Charging and remissions policies
5. Complaints policy
6. Contact details
7. Curriculum
8. Ethos and values
9. Financial information
10. Governance information
11. Ofsted reports
12. Pay gap reporting
13. PE and sport premium
14. Public sector equality duty
15. Pupil premium
16. Remote education
17. School opening hours
18. School uniform
19. Special educational needs and disabilities (SEND)
20. Test, exam and assessment results

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

6. Methodology

The review methodology is comprised of a four- step approach as follows:

Step One: Checklist Review

Review the website using/completing a checklist(s) to assess the contents of the RHS website against the above 20 points and any sub-data requirements.

Two checklists have been selected for the above step:

1. Meet Ofsted Requirements for your website – Checklist for schools October 2024
<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>
2. Schudio Your School Website Requirements Guide 2025/2026 Last Updated 1st September 2025, <https://www.schudio.com/school-website-requirements>

Either checklist can be selected or used to review the website content.

Step Two: Recording Findings

Record the results of the checklists on the Monitoring Information Sheet and identify any gaps.

Step Three: Complete Red Amber Green or RAG Report

Complete a Red Amber Green coding for the review findings known as a RAG Report.

Red items require immediate attention as material deficiencies.

Amber items require attention/further monitoring for minor non-conformities.

Green items require no action.

Step Four: Complete Action Plan

Complete an Action Plan for any gaps or non-conformities to achieve compliance with website content guidance for schools.

7. Reporting To Governors

A draft report should be submitted to the Head Teacher/Chair of Governors/School Business Manager for review and verification of findings/comments.

The finalized report should then be placed on the Agenda of the next available full Governor's meeting.

It is anticipated that there will be a periodic/annual review of the RHS website.

Simon Groom
Vice Chair of Governors
4th March 2026