



**Alameda Middle School**

# Internal Scrutiny

## Spring 2023 Term Report

### 17<sup>th</sup> March 2023

Joanna Cielecki  
TSO EDUCATION LTD



## Overall Risk Rating

| How many risks were identified requiring urgent remedial action? | Did any of the testing undertaken indicate an imminent risk to the Trust? |
|------------------------------------------------------------------|---------------------------------------------------------------------------|
| 0                                                                | No                                                                        |

## Risk Summary

| Rating              | Context                                                                                                                     | Section 12: Website Compliance |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                     | The controls and procedures in place are considered good and no further action is considered necessary                      | 33                             |
|                     | The controls and procedures in place are considered reasonable there may be a recommendation for further minor improvements | 11                             |
|                     | The controls and procedures in place need some attention and review                                                         | 0                              |
|                     | The controls and procedures in place need some reasonably urgent attention and action                                       | 0                              |
|                     | The controls and procedures in place need some very urgent attention and action this area is considered a high risk         | 0                              |
| Total areas covered |                                                                                                                             | 44                             |



## **Context**

The purpose of this internal scrutiny was to review Alameda Middle School's website for compliance. The internal scrutiny was carried out on 17 March 2023 remotely. TSO Education has thoroughly reviewed the general layout and content published on the website against government requirements.

## **General Findings**

Alameda Middle School's website is well presented and easy to navigate. The statutory information is readily available and displayed on the website on relevant pages. Once the website maintenance is complete please ensure to update the home page.

We recommend the format of the Contact us page be simplified and include the name of the headteacher and details of SENDCo. We noticed the Admissions policy and information for 2023-24 have not yet been published, whereas information on 2024-25 is, and a timetable for important admissions dates is missing from the Admissions page. We have included Appendix 2 at the end of the report to assist the academy in amending the Admissions page to meeting the requirements.

As part of the internal scrutiny, we have checked all hyperlinks as well and found some are outdated or go to a 'Page Not Found' link. These have been highlighted throughout the report. We recommend hyperlinks be checked regularly and updated if necessary. We have also verified that the PDF attachments open and have found no errors.

The academy displays important dates on their Homepage and a link to a calendar is available there, where important dates and events are logged. It is recommended as a Desirable to include dates and times of meeting, links to minutes and updates (this should include governors' meetings).

## **Completing the Internal Audit Process**

The internal scrutiny was performed remotely by examining the online website directly. Statutory information and documents were reviewed and we ensured that the required information is available and easily understood.



## Internal Audit Report:

Visit 1: Agreed Scope of Work

### Section 12: Website Compliance

- Review of statutory information to be displayed on the website
- Ease of use and ability to find key information
- Use of social media and marketing

TSO Education Ltd would recommend that the findings of this internal audit are shared with the Trustees and that an action plan to address any areas of identified weakness is produced and acted upon.

[Appendix 1](#) sets out the TSO Education Ltd statement of responsibility.

### Audit Assessment

In order to provide management with an assessment of the adequacy and effectiveness of their systems of internal control, the following definitions are used:

|  |                                                                                                                             |
|--|-----------------------------------------------------------------------------------------------------------------------------|
|  | The controls and procedures in place are considered good and no further action is considered necessary                      |
|  | The controls and procedures in place are considered reasonable there may be a recommendation for further minor improvements |
|  | The controls and procedures in place need some attention and review                                                         |
|  | The controls and procedures in place need some reasonably urgent attention and action                                       |
|  | The controls and procedures in place need some very urgent attention and action this area is considered a high risk         |

*Supporting effective learning and operations in schools, academies and trusts.*



**Alameda Middle School**

# Website Compliance

Joanna Cielecki  
TSO EDUCATIONB



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                 | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Findings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Academy's comments |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 12.1.1<br>Home Page / Contact | <p>Does the website include complete contact details?</p> <ul style="list-style-type: none"> <li>Name of the school or college</li> <li>Postal address of the school or college</li> <li>Telephone number of the school or college</li> <li>Name of the member of staff who deals with queries from parents and other members of the public</li> <li>Who to contact to request a paper copy of the information on your website (this must be supplied free of charge)</li> <li>Name of the headteacher or principal</li> <li>Name and details of your SENCo</li> </ul> | <p>The Contact Us page is split into two tabs– contact details and staff list. Name and details of staff to contact for hard/paper copies of website information is missing. The SENDCo contact and headteacher is mentioned on the staff list, however we would recommend they be clearly added to the contact details tab as well.</p> <p>The third paragraph mentions a 'Who to contact' document for form tutors and class teachers, which doesn't seem to be below as mentioned.</p> | <p>Add who to contact for hard copies of information on your website and name and details of your SENDCo. The name of the headteacher should be added to 'contact details' page.</p> <p>It would be recommended to simplify the format of the contact details to be easier to read – ex: point form:</p> <p>For general enquiries please contact our receptionists Mrs Vince, Miss McGing or Mrs Robaszek<br/>Headteacher: Mrs J Ross<br/>Deputy Headteacher: Mrs J Barrows<br/>SENDCO: Mr L Bartishel</p> |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                      | Question                                                                                                                                                                                                                                                          | Findings                                                                                                                                                                                                                                                                                       | Recommendations            | Academy's comments |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------|
| 12.1.2<br>Governing Body / Contact | Does the website contain information about the governing body?<br><ul style="list-style-type: none"> <li>Address and telephone number of the Academy Sponsor or Academy Trust Head Office</li> <li>Name and address of the chair of the governing body</li> </ul> | Alameda Middle School is part of a Single Academy Trust. The address and telephone number are the same as the schools.<br>The Chair of Governors and his email are included in the contact details page and a full list of Trust Members is included in the Governance section of the website. | No recommendations to make |                    |
| 12.1.3<br>Vision and Ethos         | Is a statement of the school or academy's ethos, aims and values published?                                                                                                                                                                                       | Yes, the school vision and aims are published on the Vision and Aims page and the values on the Values page                                                                                                                                                                                    | No recommendations to make |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed        | Question                                                                                                       | Findings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Academy's comments |
|----------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 12.2.1<br>Admissions | Are the admissions arrangements published on the website and available throughout the whole of the offer year? | <p>Full admissions arrangements are not included on the website. There is a link for admissions applications which takes you to Central Bedfordshire website for admissions arrangements for 2021/2022.</p> <p>The Admissions Policies are available through the Policies and Legal Information tab; they have Admission Policies for 2022-23 and 2024-25, the policy for 2023-24 is missing. A link or the PDF should be included in the Admissions section of the website. All essential information is included within the Admission Policy.</p> <p>A timetable for organising and hearing admission appeals for the school isn't available on the admissions page.</p> | <p>Full admission arrangements must be published on the academy's website by 15 March each year and must be kept available for the whole of the offer year. The Admissions policy for 2023-24 needs to be added, a PDF of the Admissions Policy for the current year must be available all year and PDF for the offer year be available from 15 March, or before, be included on the admissions tab. A timetable for organising and hearing admission appeals for your school needs to be published on the admissions page. What information needs to be included can be found in <i>Appendix 2: Admission arrangements timetable requirements</i>.</p> <p>We recommend the application hyperlink be updated to the Central Bedfordshire Admissions page.</p> |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                                   | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Findings                                                                                                                               | Recommendations             | Academy's comments |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| 12.2.2<br>Admissions                            | Do the admissions arrangements cover the following?<br><ul style="list-style-type: none"> <li>• Application process</li> <li>• How parents can apply through your local authority</li> <li>• Details of your selection criteria</li> <li>• Details of your over-subscription criteria</li> <li>• Your school's planned admission number (PAN)</li> <li>• Admissions arrangements for disabled students</li> <li>• Details of priority applications</li> <li>• Mid-year application information and process</li> </ul> | Yes, the Admissions Policy is detailed and clear.                                                                                      | No recommendations to make. |                    |
| 12.2.3<br>Policies/<br>Behaviour and<br>Welfare | Is the academy's policy for excluding pupils published?                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes, it is available on the Policies and Legal Information page in PDF form. This document can be viewed online as well as downloaded. | No recommendations to make. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed            | Question                                                                                                                                                                                                                                                                                                                                                                                                                                        | Findings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Recommendations                                                                                  | Academy's comments |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------|
| 12.2.4<br>Uniform Policy | <p>Is the school's uniform policy published on the school's website? Is it available for all parents, including parents of prospective pupils? Is it easily understood?</p> <p>Is the use/requirement for branded items kept to a minimum?</p> <p><i>Schools <b>should</b> ensure that their uniform supplier arrangements give the highest priority to cost and value for money (including the quality and durability of the garment).</i></p> | <p>Yes, the uniform policy is available on the Policies and Legal Information page. It is available for all parents and is easily understood.</p> <p>The Uniform page lists the required uniform as well as options for summer months and PE kits. The school has kept the requirements for branded items to a minimum, includes non-branded options and includes a price list and link where branded uniforms can be purchased which are fairly priced. Additionally, they have provided information where pre-loved uniforms can also be purchased, putting a high priority on affordability for all families.</p> | Please amend the link to the branded uniform website, the 'Click Here' link is not a valid page. |                    |
| 12.2.<br>Admissions      | <p><i>For 16-19 academy and colleges:</i></p> <p>Are admissions arrangements published a year before the beginning of the academic year to which arrangements apply?</p>                                                                                                                                                                                                                                                                        | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                  |                    |



| Section 12: Website Compliance - ESSENTIALS |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                               |                             |                    |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                                                                  | Findings                                                                                                                                                                                                                                      | Recommendations             | Academy's comments |
| 12.2.<br>Admissions                         | For 16-19 academies and colleges:<br>Are the following details published?<br><ul style="list-style-type: none"> <li>• Open days</li> <li>• Application process</li> <li>• Whether pupils enrolled at particular schools will be given priority</li> </ul> | Not applicable                                                                                                                                                                                                                                |                             |                    |
| 12.3.1<br>Information                       | Is the academy's most recent Ofsted report published?                                                                                                                                                                                                     | Yes, a link to the most recent Ofsted in available under the About our School tab. It is easily found and able to be viewed by parents of current and prospective pupils. A link for parents to tell Ofsted what they think is also provided. | No recommendations to make. |                    |
| 12.3.2<br>Information                       | If not, is there a link to the most recent report on the Ofsted website?                                                                                                                                                                                  | Not applicable – the Ofsted report is available on the academy's website                                                                                                                                                                      | No recommendations to make. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                           | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Findings                                                                                                                                                | Recommendations                    | Academy's comments |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------|
| 12.4.1<br><br>Exams & Key Stage Results | <p><i>For primary schools</i></p> <p>Are the following scores and data, from the most recent Key Stage 2, published?</p> <ul style="list-style-type: none"> <li>• Progress scores in reading, writing and maths</li> <li>• Percentage of pupils who achieved at least the expected standard in reading, writing and maths</li> <li>• Percentage of pupils who achieved at a higher standard in reading, writing and maths</li> <li>• Average scores in reading and maths</li> </ul> <p><b><i>Schools do not need to publish 2021/2022 KS2 results.</i></b></p> | <p>Yes, a PDF of progress scores, percentages of attainment and average scores is available under the About our School tab under School Performance</p> | <p>No recommendations to make.</p> |                    |



| Section 12: Website Compliance - ESSENTIALS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |                 |                    |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Findings       | Recommendations | Academy's comments |
| 12.4.2<br>Exams & Key Stage Results         | <p><i>For secondary schools</i></p> <p>Are the following scores and data, from the most recent Key Stage 4, published?</p> <ul style="list-style-type: none"> <li>• Progress 8 score</li> <li>• Attainment 8 score</li> <li>• Percentage of pupils achieving a grade 5 or above in GCSE English and Maths</li> <li>• Percentage of pupils achieving the English Baccalaureate</li> <li>• Student 'destinations': the percentage of students who continue to further education, training or employment at the end of 16-19 study.</li> </ul> <p><b>School must publish KS4 performance results for 2021-2022.</b></p> | Not applicable |                 |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                       | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Findings       | Recommendations | Academy's comments |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|--------------------|
| 12.4.3<br>Exams & Key Stage Results | <p>For 16-19 academies and colleges:<br/>Are the following scores and data, from the most recent Key Stage 5, published?</p> <ul style="list-style-type: none"> <li>• Progress pupils have made in English and Maths</li> <li>• Progress pupils have made compared with students across England</li> <li>• The average grade your students get at 16 to 19 study</li> <li>• Student retention</li> <li>• Student destination</li> </ul> <p><b>School must publish 16-18 performance results for 2021-2022.</b><br/> <i>Schools and colleges with 16 to 18 students do not need to display progress measures (level 3 value added), or an English and mathematics progress measure, on their websites – these measures will not be published for the 2021/2022 academic year.</i></p> | Not applicable |                 |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                       | Question                                                                                                                                                               | Findings                                                                                                                                                                                                                                                                                                                                                                                                            | Recommendations                                                                                       | Academy's comments |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------|
| 12.4.4<br>Exams & Key Stage Results | Does the academy's website provide a link to the DfE Performance tables?                                                                                               | Yes, the link is provided under the About our School tab under School Performance.                                                                                                                                                                                                                                                                                                                                  | No recommendations to make.                                                                           |                    |
| 12.5.1<br>Curriculum                | Is the content of the academy's curriculum for each academic year for each subject available to view?                                                                  | Yes, detailed curriculum for each year and each subject through a link under the Curriculum tab. All links have been checked and work.                                                                                                                                                                                                                                                                              | No recommendations to make.                                                                           |                    |
| 12.5.2<br>Curriculum                | Does the academy's approach to the curriculum include how they comply with duties in the Equality Act 2010 and Special Education Need and Disability Regulations 2014? | Yes, within the Equality Policy are details on how the academy complies with the Equality Act 2010, which is to be updated every 4 years, however details of how the school complies with the public sector equality duty must be updated every year.<br>Also, between the SEND Policy and the Accessibility Plan the academy includes how they comply with Special Education Need and Disability Regulations 2014. | Details of how the academy complies with the public section equality duty must be updated every year. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed        | Question                                                                                                                             | Findings                                                                                                                              | Recommendations                                                                                                                                                                                                                                                                                      | Academy's comments |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 12.5.3<br>Curriculum | Is there information on how parents and other members of the public can find out more about the curriculum the academy is following? | The subject leads are mentioned on the staff list, however additional information on who to contact is not available or easily found. | Information on who to contact for more information on the academy's curriculum needs to be added to the main curriculum page. This could be a line saying: "For more information about the school's curriculum please contact the school directly/please contact the relevant department head/lead". |                    |
| 12.5.4<br>Curriculum | Is information available about how the academy meets the 16 to 19 study programme requirements?<br><i>(If applicable)</i>            | Not applicable                                                                                                                        |                                                                                                                                                                                                                                                                                                      |                    |
| 12.5.5<br>Curriculum | Are the names of phonics or reading schemes used in KS1 available on the academy's website?<br><i>(If applicable)</i>                | Not applicable                                                                                                                        |                                                                                                                                                                                                                                                                                                      |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                           | Question                                                                                                                         | Findings                                                                                                                                  | Recommendations             | Academy's comments |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| 12.5.6<br>Curriculum                    | Is a list of courses available to pupils at Key Stage 4, including GCSEs published?<br><i>(If applicable)</i>                    | Not applicable                                                                                                                            |                             |                    |
| 12.5.7<br>Curriculum                    | Are the 16 to 19 qualifications that the academy offers published?<br><i>(If applicable)</i>                                     | Not applicable                                                                                                                            |                             |                    |
| 12.5.8<br>Curriculum / Remote Education | Are the academy's remote education provisions on their website?                                                                  | Yes, the remote learning provisions are detailed in a PDF on the Policies and Legal Information page.                                     | No recommendations to make. |                    |
| 12.6.1<br>Policies                      | Are details of the academy's behaviours policy published on the website; including anti-bullying strategy for student and staff? | Yes, the academy's behaviour policy is detailed and well written, and the anti-bullying strategy is help within the Anti-Bullying Policy. | No recommendations to make. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Findings                                                                                                                                                                                                                                        | Recommendations                                                                                                                                                                        | Academy's comments |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 12.6.2 Policies / Safeguarding | Is the academy's child protection and safeguarding policy published?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes, the academy's safeguarding and child protection policy is published in a PDF on the Policies and Legal Information page.                                                                                                                   | No recommendations to make.                                                                                                                                                            |                    |
| 12.7.1 Pupil Premium           | <p>If the academy receives pupil premium funding, is the strategy for the academy's use of the funding published? It should include the following:</p> <ul style="list-style-type: none"> <li>• The academy's pupil premium grant allocation amount</li> <li>• The main barriers to educational achievement faced by eligible pupils</li> <li>• How the pupil premium will be spent to overcome those barriers and the reasons for that approach</li> <li>• how you'll measure the effect of the pupil premium</li> <li>• the date of the next review of the academy's pupil premium strategy</li> </ul> | The academy's Pupil Premium strategy statement is published and well detailed on the website. It includes all relevant and required criteria. One issue to note is the Review date was October 2022, we recommend this be reviewed and updated. | Pupil Premium Strategy Statement state a date for review as October 2022, I couldn't see any indication of this review, we recommend the strategy is reviewed and updated as required. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                       | Question                                                                                                                                                                                                                                                                                                                                                     | Findings                                                                                                                                                                                                                                                                                                                                          | Recommendations             | Academy's comments |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| 12.7.2<br>Pupil Premium             | Are details of the previous academic year also published? This should include: <ul style="list-style-type: none"> <li>How the pupil premium funding was spent</li> <li>The impact the pupil premium had on eligible students</li> </ul>                                                                                                                      | The previous year's Pupil Premium Policy Statement is published on the website and the details on how funding was spent and the impact included in the current strategy statement.                                                                                                                                                                | No recommendations to make. |                    |
| 12.9.1<br>COVID-19 Catch-up Premium | If the academy received COVID-19 catch-up premium grant in the academic year 2020 to 2021, is the following information published? <ul style="list-style-type: none"> <li>How it was intended that the grant will be spent?</li> <li>The effect of this expenditure on the educational attainment of those pupils at the school will be assessed?</li> </ul> | Yes, the COVID-19 Catch-up premium report details the academy's plans developed using a three tiered approach recommended by the Education Endowment Foundation COVID-19 support guide for schools. It includes how the academy intended that the grant be spent and the school will use GL assessments to measure the effect of the expenditure. | No recommendations to make. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                   | Question                                                                                                                                                                                                                                                                                                                                                                                                                                            | Findings                                                                                                                  | Recommendations             | Academy's comments |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| 12.10.1<br>PE and Sport Premium | Does the academy receive PE and sport premium funding? If so, is the information required by their funding agreement published? This may include: <ul style="list-style-type: none"> <li>the amount of premium received</li> <li>a full breakdown of how it has been spent</li> <li>the impact the academy has seen on pupils' PE and sport participation and attainment</li> <li>how the improvements will be sustainable in the future</li> </ul> | Yes, and a report is available to show how funds are allocated, amount received, the impact on pupils and sustainability. | No recommendations to make. |                    |
| 12.10.2<br>PE and Sport Premium | Has the academy also included the percentage of pupils within their year 6 cohort that can do each of the following: <ul style="list-style-type: none"> <li>swim competently, confidently, and proficiently over a distance of at least 25 metres</li> <li>use a range of strokes effectively</li> <li>perform safe self-rescue in different water-based situation</li> </ul>                                                                       | Yes, this is included in the Evidencing the Impact of the Primary PE and Sport Report.                                    | No recommendations to make. |                    |



| Section 12: Website Compliance - ESSENTIALS |                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                            |                                                             |                    |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                                                                                                                                                         | Findings                                                                                                                                                                                   | Recommendations                                             | Academy's comments |
| 12.11.1<br>SEN                              | Is an Information Report published on the website about the implementation of the academy's policy for pupils with SEN? Is it being reviewed and updated annually?                                                                                                                                                                               | Yes, the report for the current year is published on the SEND page.                                                                                                                        | It is recommended to add when the report is to be reviewed. |                    |
| 12.11.2<br>SEN                              | Does it include the following? <ul style="list-style-type: none"> <li>The steps taken by the academy to prevent disabled pupils from being treated less favourably than other pupils.</li> <li>The arrangements for the admission of disabled pupils</li> <li>The facilities you provide to help disabled pupils to access the school</li> </ul> | Yes, various ways the pupils are supported are detailed throughout the report, admissions information is available and clearly labelled and accessibility for disabled pupils is detailed. | No recommendations to make.                                 |                    |
| 12.12.1<br>SEN                              | Is the accessibility plan published in compliance with paragraph 3 of schedule 10 of the Equalities Act 2010?                                                                                                                                                                                                                                    | Yes.                                                                                                                                                                                       | No recommendations to make.                                 |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                                 | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Findings                                                                                                                                                            | Recommendations                                                                                                                    | Academy's comments |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 12.13.1<br><br>Policy / Charging & Remissions | <p>Does the academy's published careers program (guidance to year 8 to 13 pupils) include the following information:</p> <ul style="list-style-type: none"> <li>• The Careers Leader's name, email address and telephone number.</li> <li>• Summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme.</li> <li>• How the school or college measures and assesses the impact of the careers programme on pupils.</li> <li>• The date of the school or college's next review of the information published.</li> </ul> | <p>The careers page includes contact details for the Careers Leader, a summary of the programme and how the academy measures and assesses the impact on pupils.</p> | <p>The careers page and its content should be reviewed regularly, the date of the next review should be mentioned on the page.</p> |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                           | Question                                                                                                                                                                                                                                                                                                                     | Findings                                                                                                                                                                 | Recommendations             | Academy's comments |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| 12.14.1<br>Policies / Complaints Policy | Is the academy's complaints policy published on their website? Does this include any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides?                                                                                               | Yes, the complaints policy is published on the Policies and Legal Information page. The arrangements for handling SEN complaints is also published within the documents. | No recommendations to make. |                    |
| 12.14.2<br>Policies / Complaints Policy | Is the academy's whistleblowing policy online?                                                                                                                                                                                                                                                                               | Yes.                                                                                                                                                                     | No recommendations to make. |                    |
| 12.15.1<br>Finance / Governing Body     | Has the academy published the following financial information?<br><ul style="list-style-type: none"> <li>• Annual report</li> <li>• Annual audited accounts</li> <li>• Memorandum of association</li> <li>• Articles of association</li> <li>• Names of charity trustees and members</li> <li>• Funding agreement</li> </ul> | Annual report and audited accounts are published on the Finance page. The remainder of the documents are published in the Governance page.                               | No recommendations to make. |                    |



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                       | Question                                                                                                                                                                                                            | Findings                                                                                                                                                           | Recommendations                                                                                               | Academy's comments |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------|
| 12.15.2<br>Finance / Governing Body | <i>If an FE or sixth-form college, have they published their instruments and articles of government on their website?</i><br><br>Have they published their annual members' report and audited statement every year? |                                                                                                                                                                    |                                                                                                               |                    |
| 12.15.3<br>Finance / Governing Body | How many school employees (if any) have a gross annual salary of £100,000 or more? Are these figures published in increments of £10,000?                                                                            | This is not published on the website; however, we assume no staff fall into this category.                                                                         | No recommendations to make.                                                                                   |                    |
| 12.15.4<br>Finance / Governing Body | Is there a link to the webpage which is dedicated to the academy on the financial benchmarking website?                                                                                                             | From the school performance page, within the link for the Performance data there is an option to check workforce and finance which links to the benchmarking tool. | We would recommend adding a direct link to the financial benchmarking website on the school performance page. |                    |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                         |                                                                                                                                       |  |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>12.16.1</p> <p>Governing Body</p> | <p>Is the academy transparent about its governance? The following must be published and readily accessible<sup>1</sup>:</p> <ul style="list-style-type: none"> <li>• The structure and remit of the trust board and individual academy governing bodies (if any) and committees the trust and/or academy has, with the name of the chair of each.</li> <li>• For each of the trust's members serving at any point over the past 12 months, their full names, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in other educational institutions.</li> <li>• For each trustee and local governor serving at any point over the past 12 months, their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them, and relevant business and pecuniary interests including governance roles in other educational institutions. If</li> </ul> | <p>Yes, information about the academy's governance is detailed and available on the Governance page. Pecuniary interests and attendance are available on a PDF that opens a new tab</p> | <p>The date of appointment for each governor and trust member over the past 12 months should be mentioned on the Governance page.</p> |  |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|



## Section 12: Website Compliance - ESSENTIALS

| Area Assessed                             | Question                                                                                                                                                                                                                                                                                                                                                                                    | Findings                                                                                                              | Recommendations             | Academy's comments |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
|                                           | <p>the accounting officer is not a trustee their business and pecuniary interests must still be published.</p> <ul style="list-style-type: none"> <li>An attendance record for members and trustees at board and committee meetings over the last academic year must be readily accessible.</li> </ul>                                                                                      |                                                                                                                       |                             |                    |
| 12.17.1<br>Policy / Charging & Remissions | <p>Is the academy's charging and remissions policies included on the website? The information should include:</p> <ul style="list-style-type: none"> <li>The activities or cases where your school will charge pupils' parents.</li> <li>The circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy</li> </ul> | Yes, all information is available in the charging and remissions policy under the Policies and Legal Information page | No recommendations to make. |                    |

<sup>1</sup> Readily accessible means that the information should be on a webpage without the need to download or open a separate document.  
 Company registered in England and Wales. Company number: 11573380. <https://www.tsoeducation.co.uk/>.



| Section 12: Website Compliance – DESIRABLES |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                              |                                                                                                              |                    |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                                                                                                          | Findings                                                                                                                                                     | Recommendations                                                                                              | Academy's comments |
| 12.18.1<br>Contact                          | Is a local map with directions and parking to the academy included on the website?                                                                                                                                                                                                                | Yes                                                                                                                                                          | No recommendations to make.                                                                                  |                    |
| 12.18.2                                     | Are the schools' opening and closing times and the total amount of time this amounts to in a typical week published?<br><i>The information should show the compulsory times the school is open from the start to the end of the school day, not including any before- and after-school clubs.</i> | Yes, this can be found under the About our School tab on The School Day page.                                                                                | No recommendations to make.                                                                                  |                    |
| 12.18.3<br>Information                      | Are links to Direct.Gov Schools, DfE home page and Local Authority Schools website available?                                                                                                                                                                                                     | There are links to the Local Authority as well as DfE websites on various relevant pages.                                                                    | No recommendations to make.                                                                                  |                    |
| 12.19.1<br>Home                             | Is there a translator tool available?                                                                                                                                                                                                                                                             | Yes                                                                                                                                                          | No recommendations to make.                                                                                  |                    |
| 12.19.2<br>Home                             | Is there a news feed? (E.g. Twitter)                                                                                                                                                                                                                                                              | No, but a button linking to the school's Facebook page is available on the Home page. And a Noticeboard with Letters Home, Term Date, etc is also available. | If the academy has a twitter feed, they can include a news feed on their home page.                          |                    |
| 12.20.1<br>Governors                        | Are dates for meetings, minutes and updates available?                                                                                                                                                                                                                                            | No. However, important dates are shown on the Home page which show school events and Holidays.                                                               | We would recommend to utilise the calendar available and include meeting dates and times as well as minutes. |                    |



| Section 12: Website Compliance – DESIRABLES |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                      |                    |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                          | Findings                                                                                                                                                                                                                                                                                                                                                       | Recommendations                                                                                                                                                                                                                                      | Academy's comments |
| 12.21.1<br><br>Student                      | Does the website have links to the following?<br><ul style="list-style-type: none"> <li>• Educational sites</li> <li>• Emotional support sites</li> <li>• After-school clubs</li> <li>• Careers advice</li> </ul> | <p>There is good information regarding after school clubs under the Curriculum tab and on the Safeguarding page there are links and pages for emotional support site such as Kooth, NSPCC, Childline and anti-bullying alliance.</p> <p>I was unable to find any educational links or where pupils could go for career advice other than the careers page.</p> | <p>We recommend adding a page for pupils to access relevant Educational sites that may help enrich their learning.</p> <p>It would also be recommended to make it clear where pupils can look for additional careers advice and who to speak to.</p> |                    |



| Section 12: Website Compliance – DESIRABLES |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                    |                    |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                                                                                                                                                                                                     | Findings                                                                                                                                                                                                                                                                                                                                                        | Recommendations                                                                                                                                                                    | Academy's comments |
| 12.22.1<br>Parents                          | Are the following available on the parents' page? <ul style="list-style-type: none"> <li>Letters home (downloadable)</li> <li>Uniform list and suppliers including a downloadable order form</li> <li>Lunch menu and cost</li> <li>Information on how to sign up for free school meals</li> <li>Information about the PTA / Parents Forum</li> <li>Link to parents' feedback page</li> </ul> | <p>Under the Information for Families tab, pupils and their families can easily find Letter home, information on uniforms, lunch menus and information on free school meals.</p> <p>A link to the Ofsted parents' View page is available on the Ofsted page under About our School tab.</p> <p>I couldn't see any information about a PTA or Parents Forum.</p> | If a PTA/Parent Forum group is active at the academy, we would recommend dedicating a page where information on join, meeting dates, minutes and upcoming events can be published. |                    |
| 12.23.1<br>News                             | Are Newsletters and school news posts available to views?                                                                                                                                                                                                                                                                                                                                    | Yes, Newsletters and Letters Home are published and well organised.                                                                                                                                                                                                                                                                                             | No recommendations to make.                                                                                                                                                        |                    |
| 12.23.2<br>Calendar                         | Is a calendar with events displayed and easy to ready / navigate?                                                                                                                                                                                                                                                                                                                            | Yes, the dates for the next 30 days are available on the home page and the calendar is easily accessible from there.                                                                                                                                                                                                                                            | No recommendations to make.                                                                                                                                                        |                    |
| 12.23.3<br>Calendar / Parents               | Are term dates and times of the school day available on the website?                                                                                                                                                                                                                                                                                                                         | Yes                                                                                                                                                                                                                                                                                                                                                             | No recommendations to make.                                                                                                                                                        |                    |



| Section 12: Website Compliance - PERFECTION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                          |                    |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Area Assessed                               | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Findings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Recommendations                                                                                                                                                                                                                                                                                                                                          | Academy's comments |
| 12.24.1                                     | <p>Have the below points been considered by the academy and implemented on their website?</p> <ul style="list-style-type: none"> <li>• Remove out of date information/external links and hide 'under construction' pages</li> <li>• Keep main navigation sections to a minimum using clear titles</li> <li>• Avoid long drop-down menus, instead, keep information in subsections</li> <li>• Keep all news up to date</li> <li>• Avoid making viewers download a document for a small piece of information, copy it into the web page</li> <li>• Offer downloadable versions of information where possible</li> <li>• Keep the font, text sizes and heading styles consistent throughout the website</li> <li>• Avoid typing in CAPITALS, as it interferes with the translation of the page</li> <li>• Avoid underlining text, as it may be confused with a hyper-link</li> <li>• Use high resolution photography</li> </ul> | <ul style="list-style-type: none"> <li>• It is mentioned on the Home page that the website is currently undergoing maintenance.</li> <li>• Some links are not valid or unclear – I have mentioned these in the recommendations throughout the report, such as on the admissions tab. The PDFs are all working well however.</li> <li>• Navigation sections and drop-downs are reasonable and clear to understand.</li> <li>• Most content can be viewed online without downloading an attachment.</li> <li>• The heading styles, fonts and text sizes are for the most part uniform and easy to read.</li> <li>• Capitals and underlined text is kept to a minimum if at all used. And all images are clear and of high-resolution.</li> </ul> | <ul style="list-style-type: none"> <li>• Check an ensure all links take the user to the appropriate/desired page or location on a website. (E.I on the Attendance page the link to the LA goes to a page not found)</li> <li>• If the school has relevant news to share, we would recommend having a feed that is easily seen and accessible.</li> </ul> |                    |



## Internal Audit Contact List

|                                                               |                            |  |
|---------------------------------------------------------------|----------------------------|--|
| <b>TSO Education Ltd Internal Auditor:</b>                    | Joanna Cielecki            |  |
| <b>TSO Education Ltd Quality Assurance:</b>                   | Peter Tomkins              |  |
| <b>Evidence Provided By:</b>                                  | Viewed on website directly |  |
| <b>Attendees of Summary Meeting at end of Internal Audit:</b> |                            |  |
| <b>Chief Executive Officer/Executive Headteacher</b>          | Jacqueline Ross            |  |
| <b>Chair of Trust</b>                                         | Simon Ratcliffe            |  |
| <b>Chief Finance Officer</b>                                  | Diana Flickling            |  |
| <b>Financial Accounting System in Place</b>                   |                            |  |
| <b>Date of Incorporation</b>                                  | August 2011                |  |

We would like to thank the staff involved for their co-operation during the internal audit visit.



## **Appendix 1**

### **Statement of Responsibility**

TSO Education Ltd take responsibility for this report which is prepared on the basis of the limitations set out below.

The matters raised in this report are only those which came to our attention during the course of our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. The performance of internal audit work is not and should not be taken as a substitute for management's responsibilities for the application of sound management practices. We emphasise that the responsibility for a sound system of internal controls and the prevention and detection of fraud and other irregularities rests with management and work performed by internal audit should not be relied upon to identify all circumstances of fraud or irregularity. Auditors, in conducting their work, are required to have regards to the possibility of fraud and irregularities. Even sound systems of internal control can only provide reasonable and not absolute assurance and may not be proof against collusive fraud. Internal audit procedures are designed to focus on areas as identified by management as being of greatest risk and significance and as such we rely on management to provide us full access to their accounting records and transactions for the purposes of our audit work and to ensure the authenticity of these documents. Effective and timely implementation of our recommendations by management is important for the maintenance of a reliable internal control system.

#### **Registered Office:**

TSO Education Ltd, 32 Church Street, Harwich, Essex. CO12 3EA.



## **Appendix 2**

### **Admission arrangements timetable requirements:**

You must also publish a timetable for organising and hearing admission appeals for your schools by 28 February each year.

This must:

- include a deadline for lodging appeals which allows those making an appeal at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal
- include reasonable deadlines for:
  - those making an appeal to submit additional evidence
  - admission authorities to submit their evidence
  - the clerk to send appeal papers to the panel and parties
- ensure that those making an appeal receive at least 10 school days' notice of their appeal hearing
- ensure that decision letters are sent within 5 school days of the hearing wherever possible

Source: [www.gov.uk](http://www.gov.uk)