



To all Headteachers/Principals/Centre Managers

**CHILDREN'S SERVICES AND SKILLS**

Council House  
Manor Square  
Solihull  
West Midlands B91 3QB  
Telephone: 0121 704 6620  
Email: [llord@solihull.gov.uk](mailto:llord@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Your Ref.

Please ask for: Lorraine Lord

Our Ref. LL/kes

Date: 15 November 2017

Dear Colleagues

Just a reminder to make sure your school websites are up-to-date, including:

- Ensuring you have a SEN information report on the website.
- The impact of pupil premium strategy is recorded for 2016-17 and you have updated it for 2017-18 and that both are on the website.
- The impact of sports funding is recorded for 2016-17 and you have updated your action plan for 2017-18 and both are on the website.
- Ensuring your school's data for 2016-17 (summer) is on the website.

The requirements for website compliance are available at the following links:

- LA maintained schools <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>
- Academies, free schools and colleges <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Please ensure that your single central record is up-to-date, including all new staff (and headteacher where applicable), governors and trustees for academies.

Please double check that the European Economic Area check has been undertaken for those staff requiring it.

If your school is an academy, please make sure the 'barred from management' check has been undertaken.

The local authority's SCR model single central record and guidance notes are available in the final pages of the Safer Recruitment Policy Guidance, at the end of the appendices. This can be accessed on our education safeguarding website. [www.solgrid.org.uk/safeguarding/](http://www.solgrid.org.uk/safeguarding/)

Kind regards

**Lorraine Lord**  
Senior Education Improvement Adviser  
Education & Skills Division