

A. REFERENCES AND GUIDANCE

A.1 The Scottish Education Manual (Green's)

A.2 The Comhairle nan Eilean Siar website

A.3 The Education website

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Appendix A.1 CNES Website: contents

Appendix A.2 Education website: contents

A. REFERENCES AND GUIDANCE

A.1 SCOTTISH EDUCATION MANUAL (SEM)

A.1.1 On behalf of schools, the Education Department subscribes to the Scottish Education Manual (Green's). The subscription gives schools one hard copy of the manual which is updated twice yearly. The subscription also includes unlimited site (ie school) access to the SEM online at www.wgreenregulatory.co.uk. Any staff member or pupil can access the site (at the school) using user IDs and passwords which are notified to schools by the Education Department. The online version of the SEM is updated more frequently than the hard copy volume and also contains information on educational developments and news nationally.

A.2 COMHAIRLE NAN EILEAN SIAR WEBSITE

A.2.1 The Comhairle's website can be accessed at www.cne-siar.gov.uk. Schools also have access to the Comhairle's Intranet site at the same website address.

A.2.2 A list of the main A-Z headings is attached at Appendix A1. Schools are encouraged to visit the index frequently as the website is continuously updated by Departments via the Comhairle's IT section.

A.3 EDUCATION WEBSITE

A.3.1 Within the Comhairle's website, the Education authority maintains a separate site under "Education". A list of the current main areas covered is attached at Appendix A2. Schools are also encouraged to visit the site frequently as it is subject to significant ongoing development. Suggestions for improving the site for school, pupil, parent and community use are very welcome and should be forwarded to the Education Resources Service who manage the site on behalf of the department.

A.3.2 The Education Department website is managed by the Education Resources Service who liaise with the Comhairle's IT section to agree any necessary changes. Individual managers are responsible for keeping the content and accuracy of the relevant portion of the site under review and up to date.

A.4 SCHOOL WEBSITES

A.4.1 Schools are responsible for the overall content of their own school websites. Website construction and maintenance can be undertaken in one of two ways:

- (i) non-Comhairle sites: schools who choose to set up a website hosted on a non-Comhairle provider should notify the Resources Service (Sharon Mackinnon) of their website address so that a hyperlink can be created between the school pages of the Education Department website and their website (so that any person accessing the Comhairle website will automatically be linked with the school website.)
- (ii) Comhairle sites: schools who wish their website to be hosted by the Comhairle should discuss the proposed content of their site with their Business Support Officer. (A simple template for a basic site is set out on the schools section of the Education

Department web site.) Items for inclusion on the site, in the appropriate electronic format such as Word documents, should then be passed to the Resources Service (Sharon Mackinnon) who will arrange with the Comhairle's IT section for inclusion in the school website.

A.5 OTHER POLICY DOCUMENTS

- A.5.1 Hard Copy of local and other policy documents will be circulated to schools as required. The Department will aim, however, to locate all policy documents and procedures on the Education website so that Schools and others will have access to the latest versions online.

A.6 TERMINOLOGY USED IN GUIDANCE

- A.6.1 The term parent should be understood to include guardians (and generally carers) in all following guidance and will also generally refer to one or two parents. Where there are specific reasons to identify guardians/carers or to distinguish between parents, the text will make specific reference to that fact.