

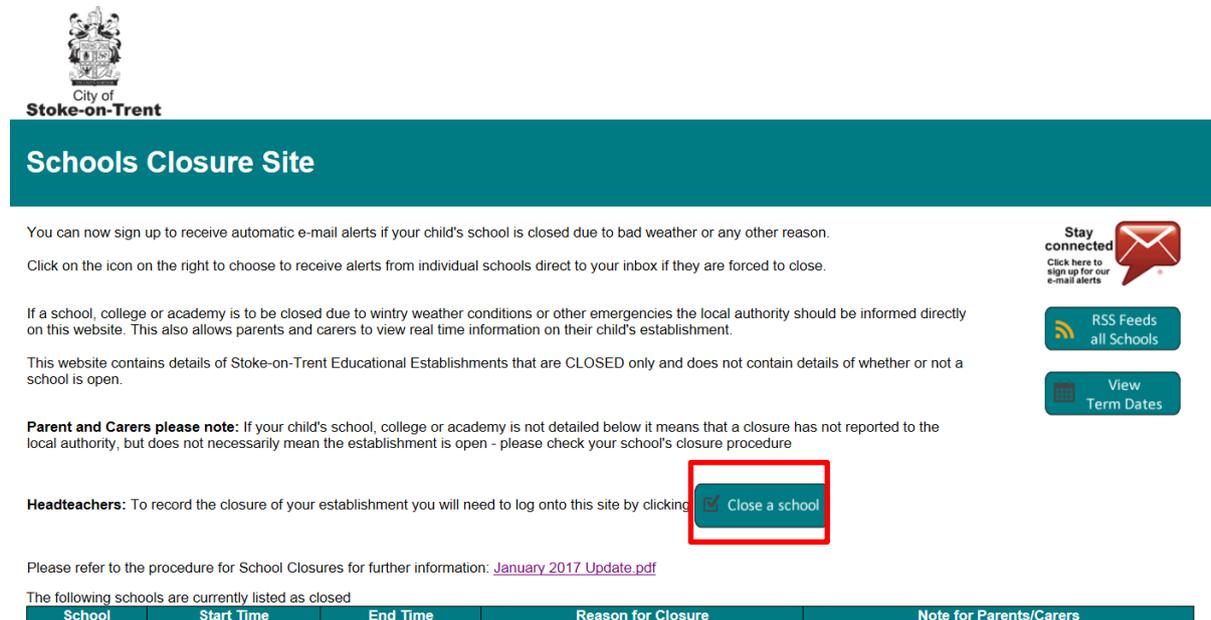
Stoke-on-Trent City Council

# School Closure Site Guide

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## How to Close a School

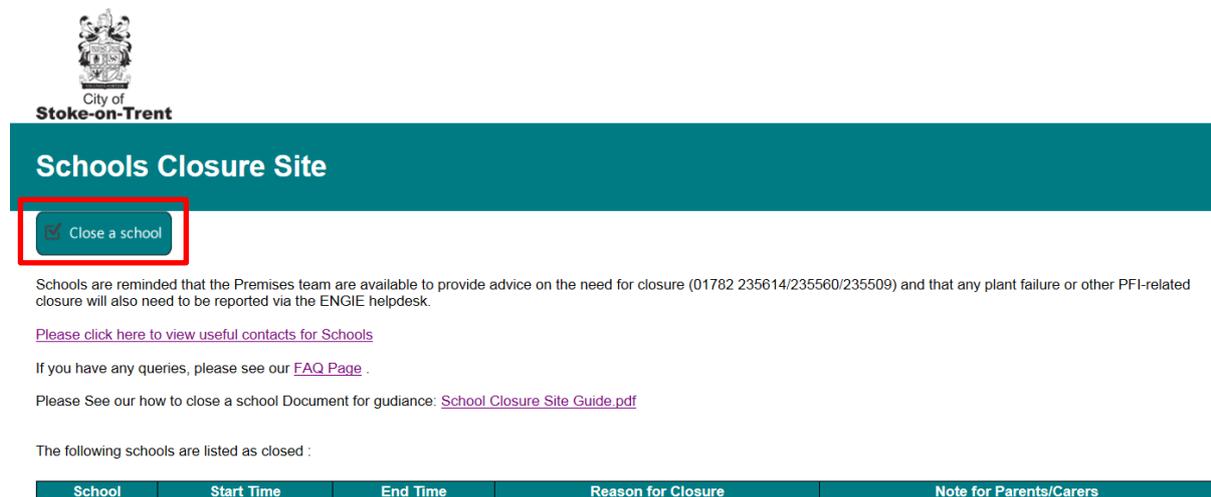
When accessing the school closure site, you will be lead into the public view as follows:



The screenshot shows the top of the website with the City of Stoke-on-Trent logo and a teal header with the text "Schools Closure Site". Below the header, there is a "Stay connected" section with an envelope icon and a "Click here to sign up for our e-mail alerts" link. To the right, there are two buttons: "RSS Feeds all Schools" and "View Term Dates". The main content area contains several paragraphs of text, including a "Parent and Carers please note" section and a "Headteachers" section. In the "Headteachers" section, a button labeled "Close a school" is highlighted with a red box. Below this, there is a link to "January 2017 Update.pdf" and a heading "The following schools are currently listed as closed" followed by a table header with columns: "School", "Start Time", "End Time", "Reason for Closure", and "Note for Parents/Carers".

To log into the system and close the required school, please choose the 'Close a School' link, as highlighted above.

Here you will see the schools view of the website, where you can click the 'Close a School' link in the top left corner to log in.



The screenshot shows the schools view of the website. It features the City of Stoke-on-Trent logo and a teal header with the text "Schools Closure Site". In the top left corner, a button labeled "Close a school" is highlighted with a red box. Below the header, there is a paragraph of text, a link to "Please click here to view useful contacts for Schools", a link to "FAQ Page", and a link to "School Closure Site Guide.pdf". Below this, there is a heading "The following schools are listed as closed:" followed by a table header with columns: "School", "Start Time", "End Time", "Reason for Closure", and "Note for Parents/Carers".

Please log on here with the details provided to you. If you do not know your details, please contact the SGFL team using the information provided on the website.

## Schools Closure Site

[Back](#)

Please login with your username & password

You will open into a page that allows you to close a school. You will only have options in the school name drop down box for schools that are linked to your account. If you do not see a school in here that you should be able to close then please contact the SGFL team.

School Name

In the closure reason drop down, there are a few options. Please choose the one that is relevant to this school closure.

School Name	<input type="text" value="Test School"/>
Closure Reason	<input type="text" value="Bad Weather"/>
Other Reason Text	<input type="text"/>
Note For Parents/Carers	<input type="text"/>

If you do not see a relevant reason in here, then please write another reason into the Other Reason text box.

Please include a note for parents in the relevant text box that will help them to distinguish why their child's school is closed.

Other Reason Text

Note For Parents/Carers

When you click on the start date/end date a calendar will appear. Please use this to choose the relevant closure dates.

Start Date

End Date

Start Time

End Time

Using the drop down boxes, pick a relevant start time and end time. This could be when the school opens to when the school finishes etc.

Other Reason Text

Note For Parents/Carers

Start Date

End Date

Start Time

End Time

Finally, click on the **Add Closure** button. You will be redirected back to the school view page.

On the school view page, you will see your school closure in the table:

The following schools are listed as closed :

School	Start Time	End Time	Reason for Closure	Note for Parents/Carers
Alexandra Infants School	08/03/2017 09:00:00	12/03/2017 16:00:00	Gas/Electrical Issue	test
Burnwood Nursery School	10/03/2017 06:00:00	17/03/2017 15:00:00	Site Currently Unsafe	
Excel Academy	12/03/2017 05:00:00	17/03/2017 21:00:00	Bad Weather	test2

If you would like to add any more school closures, then click on the Close a School link in the top left corner like before, and go through this process again.