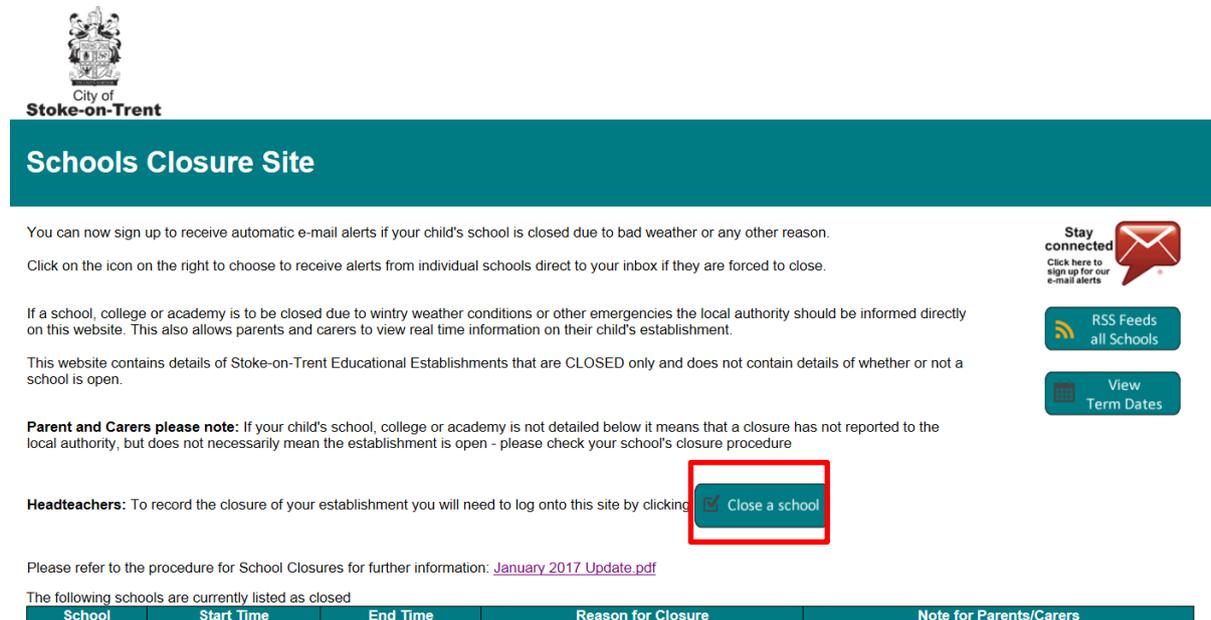Stoke-on-Trent City Council

School Closure Site Guide

John Kelly

How to Close a School
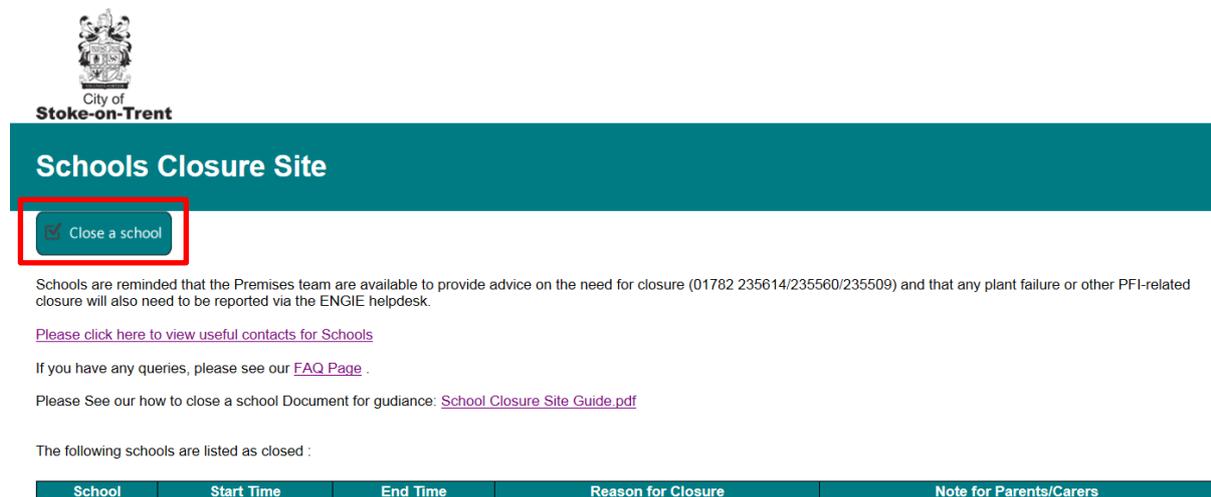
When accessing the school closure site, you will be lead into the public view as follows:

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.

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

Please login with your username & password

Username

password

Login

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 — Test School

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

School Name	Test School
Closure Reason	Bad Weather / Fire Damage / Gas/Electrical Issue / Site Currently Unsafe / Strike Action / Vandalism Issue
Other Reason Text	
Note For Parents/Carers	

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 then to distinguish why their child's school is closed.

Note For Parents/Carers — Test ×

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

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.

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.