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## **A GUIDE OF REQUIRED INFORMATION TO BUILD YOUR SCHOOL'S WEBSITE**

Prepare the following information to be placed on your school's website:

### **List of Requirements;**

1. The school's logo or badge (important).
2. A welcome message to the school and the website.
3. Photos of the school, students, facilities, teachers principal etc of captivating areas e.g. zero grazing, bus, parents' day etc.
4. Passport-size photos of the Principal/ School Head, teachers, prefects etc
5. School mission, vision and motto.
6. A message from the principal/ school head.
7. List of school's teachers.
8. A write-up from some of the school's clubs e.g. Wildlife Club, Music Club, Drama Club etc.
9. A write-up from some of the school's departments e.g. Science, Mathematics, Languages etc
10. School profile: school history, courses taken, awards, achievements e.g. produced best play in 2019, etc.
11. List and description of the school's facilities.
12. The fees structure or the fees payment policy or fees account details.
13. A detailed calendar of events/ school calendar.
14. A message to donors/ well-wishers.
15. List and description of all the vacancies (if any).
16. Complete contact details: physical address, telephone numbers
17. Copy of the school registration certificate (optional)

**It is encouraged that all written information be sent in soft-copy (using email, flash disks or CDs) to facilitate faster website development. The school must try to gather as much information as possible using the above guide so as to make its website creation sessions interactive and successful.**

A prerequisite to website management and its training is basic knowledge in word processing (eg using MS Word) and basic knowledge in spreadsheets (eg MS Excel).

For questions or clarifications, please contact us.