FCS Website Requirements

Questionnaire

Sample Guide

This document shows a filled example of the questionnaire.
Use it as a guide when completing your own form.

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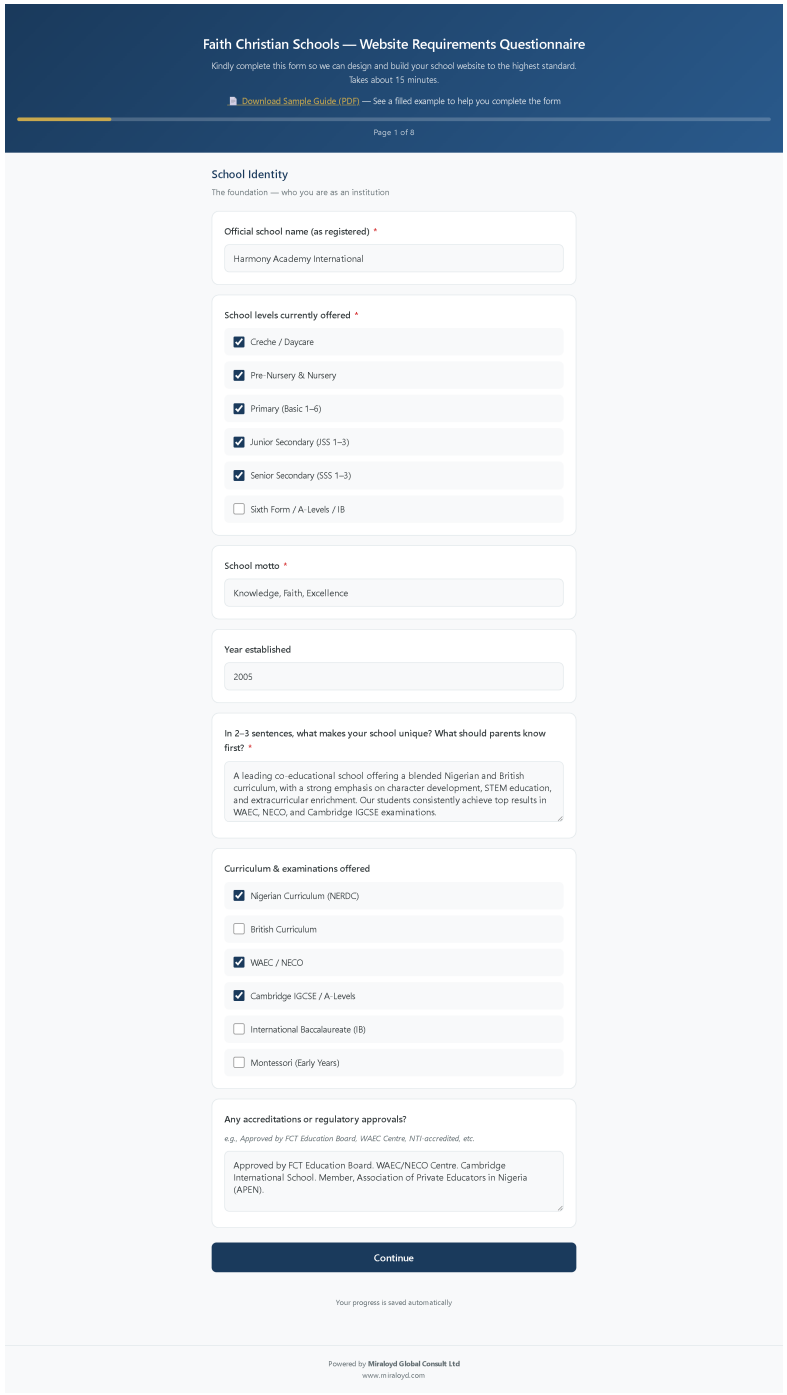

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Takes about 15 minutes.

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School Identity

The foundation — who you are as an institution

Official school name (as registered) *

Harmony Academy International

School levels currently offered *

- [x] Creche / Daycare
- [x] Pre-Nursery & Nursery
- [x] Primary (Basic 1–6)
- [x] Junior Secondary (JSS 1–3)
- [x] Senior Secondary (SSS 1–3)
- [ ] Sixth Form / A-Levels / IB

School motto *

Knowledge, Faith, Excellence

Year established

2005

In 2–3 sentences, what makes your school unique? What should parents know first? *

A leading co-educational school offering a blended Nigerian and British curriculum, with a strong emphasis on character development, STEM education, and extracurricular enrichment. Our students consistently achieve top results in WAEC, NECO, and Cambridge IGCSE examinations.

Curriculum & examinations offered

- [x] Nigerian Curriculum (NERDC)
- [ ] British Curriculum
- [x] WAEC / NECO
- [x] Cambridge IGCSE / A-Levels
- [ ] International Baccalaureate (IB)
- [ ] Montessori (Early Years)

Any accreditations or regulatory approvals?

e.g., Approved by FCT Education Board, WAEC Centre, NTI-accredited, etc.

Approved by FCT Education Board. WAEC/NECO Centre. Cambridge International School. Member, Association of Private Educators in Nigeria (APEN).

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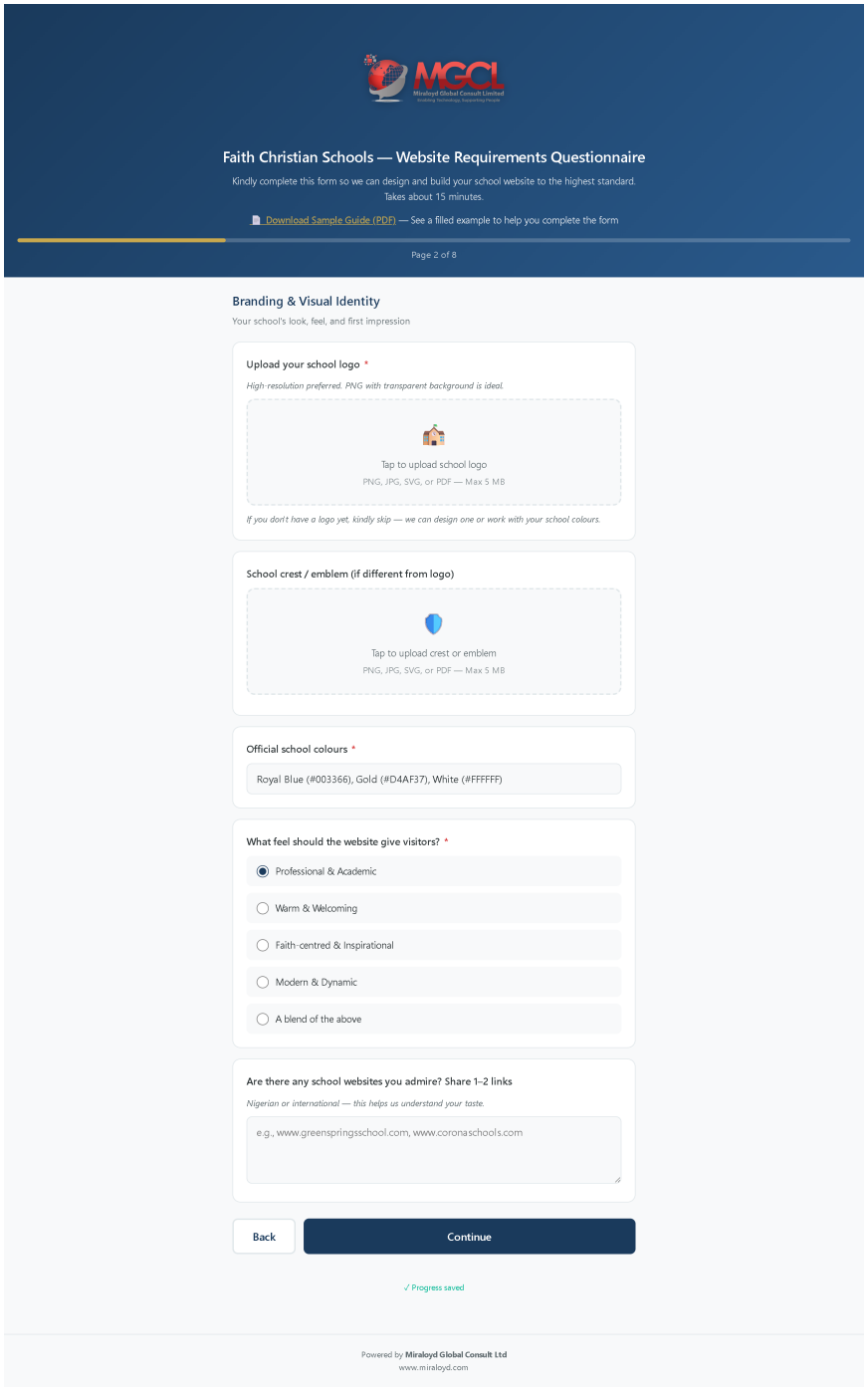
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Branding & Visual Identity
Your school's look, feel, and first impression
Upload your school logo *
High-resolution preferred. PNG with transparent background is ideal.
Tap to upload school logo
PNG, JPG, SVG, or PDF — Max 5 MB
If you don't have a logo yet, kindly skip — we can design one or work with your school colours.
School crest / emblem (if different from logo)
Tap to upload crest or emblem
PNG, JPG, SVG, or PDF — Max 5 MB
Official school colours *
Royal Blue (#003366), Gold (#D4AF37), White (#FFFFFF)
What feel should the website give visitors? *
Professional & Academic
Warm & Welcoming
Faith-centred & Inspirational
Modern & Dynamic
A blend of the above
Are there any school websites you admire? Share 1–2 links
Nigerian or international — this helps us understand your taste.
e.g., www.greenspringsschool.com, www.coronaschools.com
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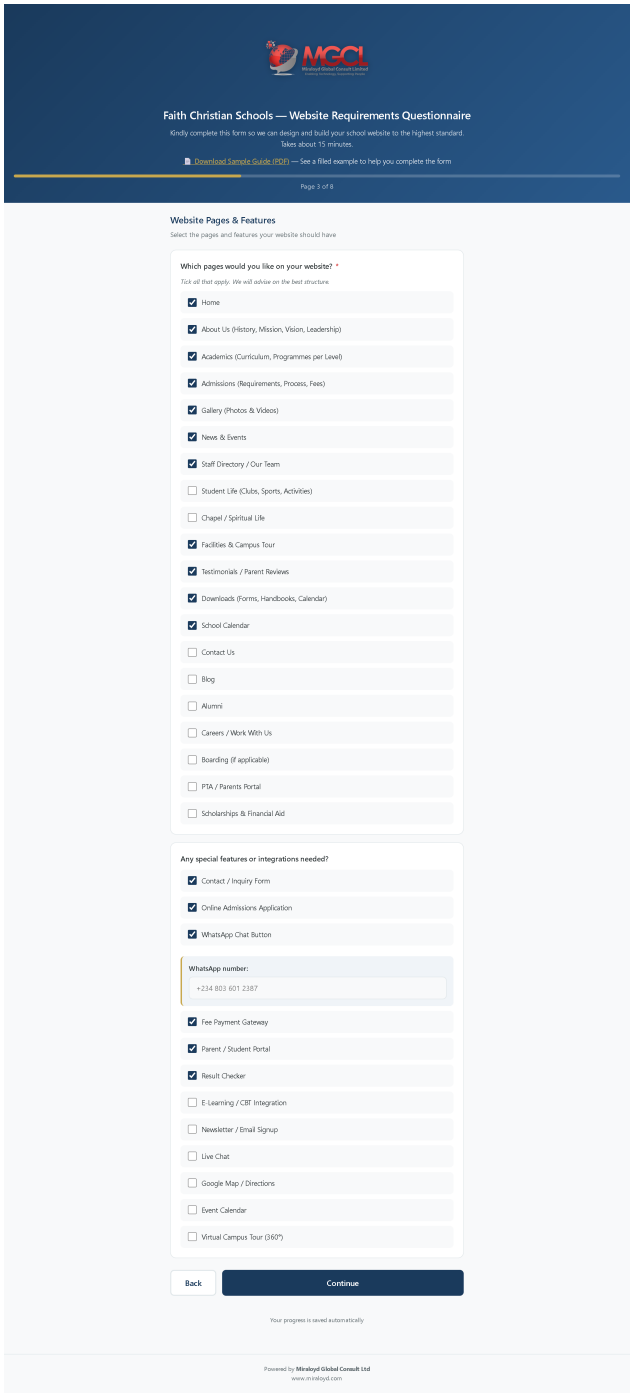

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Website Pages & Features

Select the pages and features your website should have

Which pages would you like on your website? *

Tick all that apply. We will advise on the best structure.

- [x] Home
- [x] About Us (History, Mission, Vision, Leadership)
- [x] Academics (Curriculum, Programmes per Level)
- [x] Admissions (Requirements, Process, Fees)
- [x] Gallery (Photos & Videos)
- [x] News & Events
- [x] Staff Directory / Our Team
- [ ] Student Life (Clubs, Sports, Activities)
- [ ] Chapel / Spiritual Life
- [x] Facilities & Campus Tour
- [x] Testimonials / Parent Reviews
- [x] Downloads (Forms, Handbooks, Calendar)
- [x] School Calendar
- [ ] Contact Us
- [ ] Blog
- [ ] Alumni
- [ ] Careers / Work With Us
- [ ] Boarding (if applicable)
- [ ] PTA / Parents Portal
- [ ] Scholarships & Financial Aid

Any special features or integrations needed?

- [x] Contact / Inquiry Form
- [x] Online Admissions Application
- [x] WhatsApp Chat Button

WhatsApp number:

+234 803 601 2387

- [x] Fee Payment Gateway
- [x] Parent / Student Portal
- [x] Result Checker
- [ ] E-Learning / CBT Integration
- [ ] Newsletter / Email Signup
- [ ] Live Chat
- [ ] Google Map / Directions
- [ ] Event Calendar
- [ ] Virtual Campus Tour (360°)

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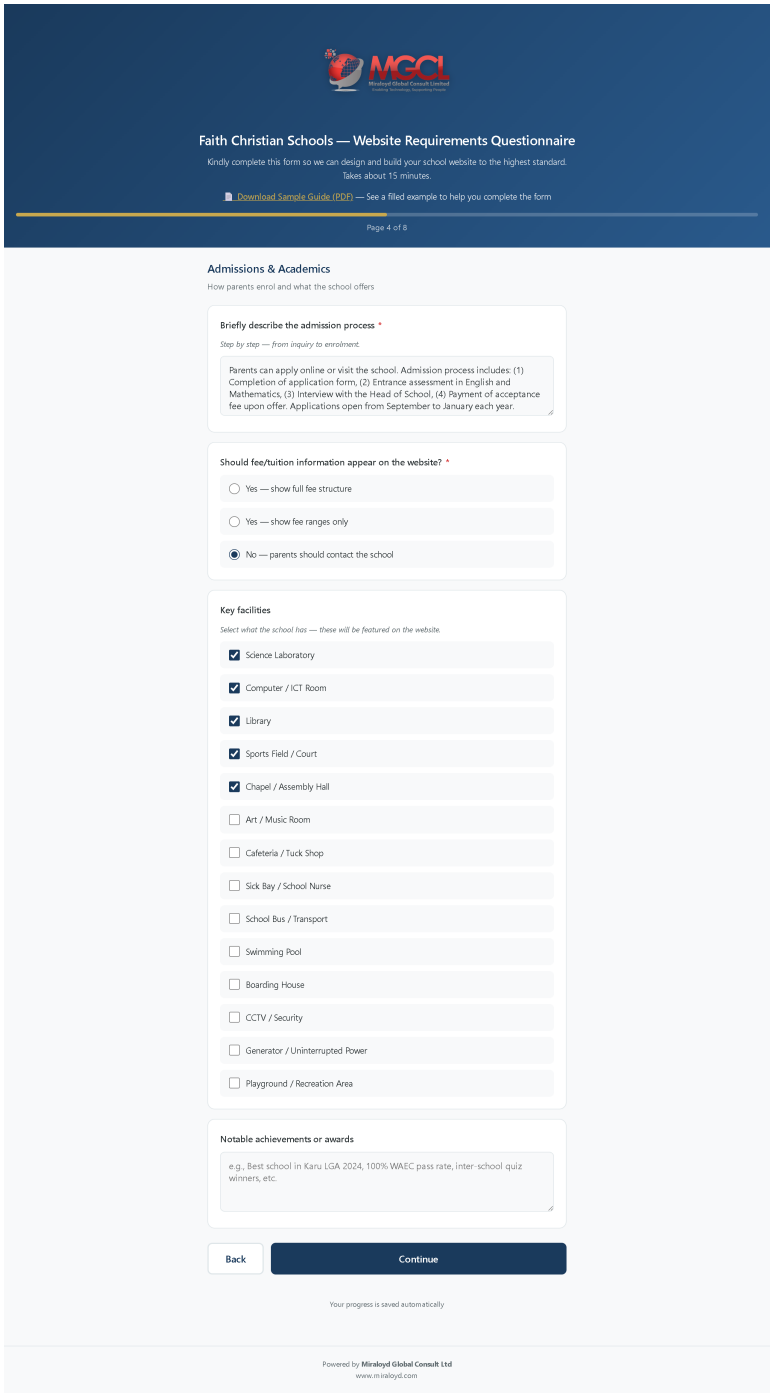
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Admissions & Academics
How parents enrol and what the school offers
Briefly describe the admission process *
Step by step — from inquiry to enrolment.
Parents can apply online or visit the school. Admission process includes: (1) Completion of application form, (2) Entrance assessment in English and Mathematics, (3) Interview with the Head of School, (4) Payment of acceptance fee upon offer. Applications open from September to January each year.
Should fee/tuition information appear on the website? *
Yes — show full fee structure
Yes — show fee ranges only
No — parents should contact the school
Key facilities
Select what the school has — these will be featured on the website.
Science Laboratory
Computer / ICT Room
Library
Sports Field / Court
Chapel / Assembly Hall
Art / Music Room
Cafeteria / Tuck Shop
Sick Bay / School Nurse
School Bus / Transport
Swimming Pool
Boarding House
CCTV / Security
Generator / Uninterrupted Power
Playground / Recreation Area
Notable achievements or awards
e.g., Best school in Karu LGA 2024, 100% WAEC pass rate, inter-school quiz winners, etc.
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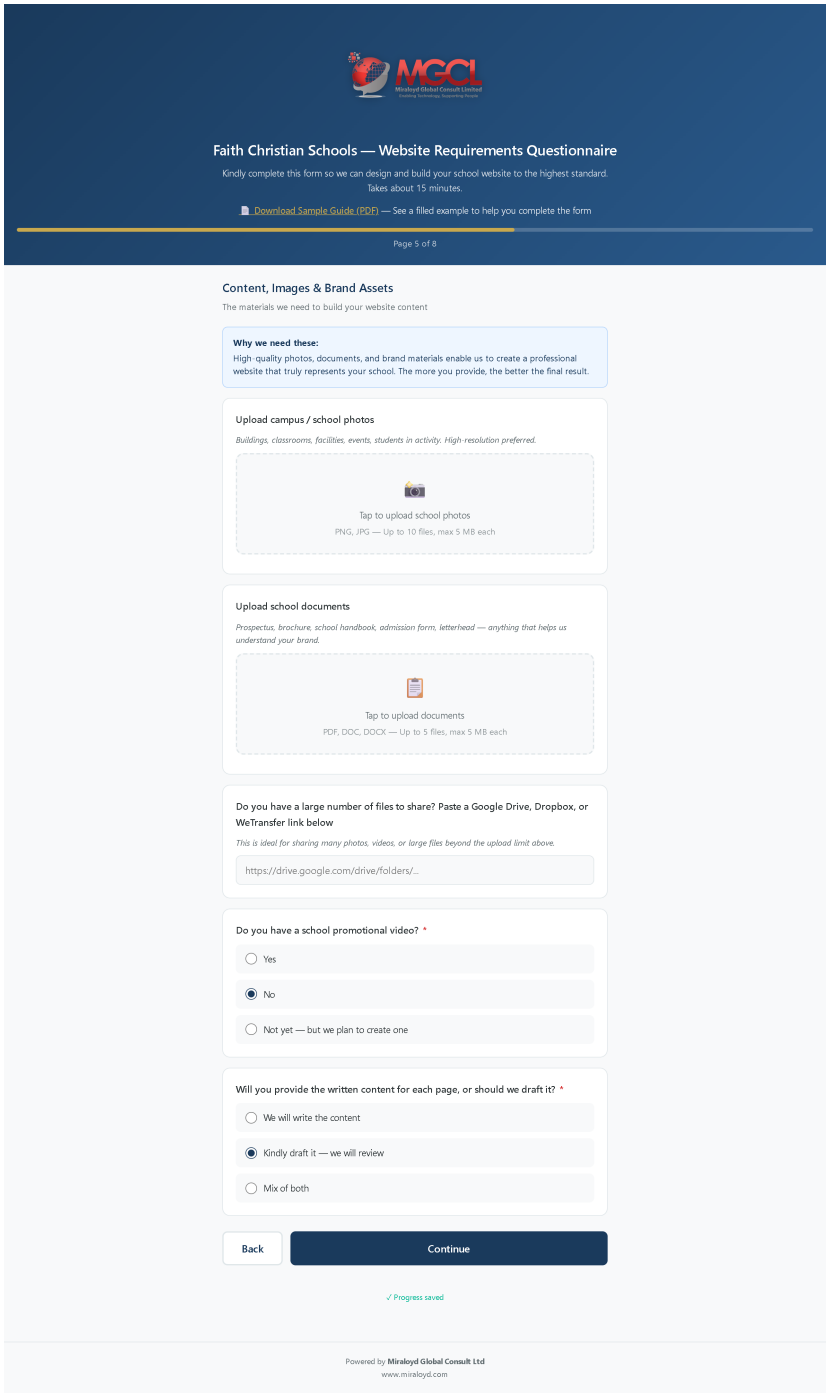
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Content, Images & Brand Assets
The materials we need to build your website content
Why we need these:
High-quality photos, documents, and brand materials enable us to create a professional website that truly represents your school. The more you provide, the better the final result.
Upload campus / school photos
Buildings, classrooms, facilities, events, students in activity. High-resolution preferred.
Tap to upload school photos
PNG, JPG — Up to 10 files, max 5 MB each
Upload school documents
Prospectus, brochure, school handbook, admission form, letterhead — anything that helps us understand your brand.
Tap to upload documents
PDF, DOC, DOCX — Up to 5 files, max 5 MB each
Do you have a large number of files to share? Paste a Google Drive, Dropbox, or WeTransfer link below
This is ideal for sharing many photos, videos, or large files beyond the upload limit above.
https://drive.google.com/drive/folders/...
Do you have a school promotional video? *
Yes
No
Not yet — but we plan to create one
Will you provide the written content for each page, or should we draft it? *
We will write the content
Kindly draft it — we will review
Mix of both
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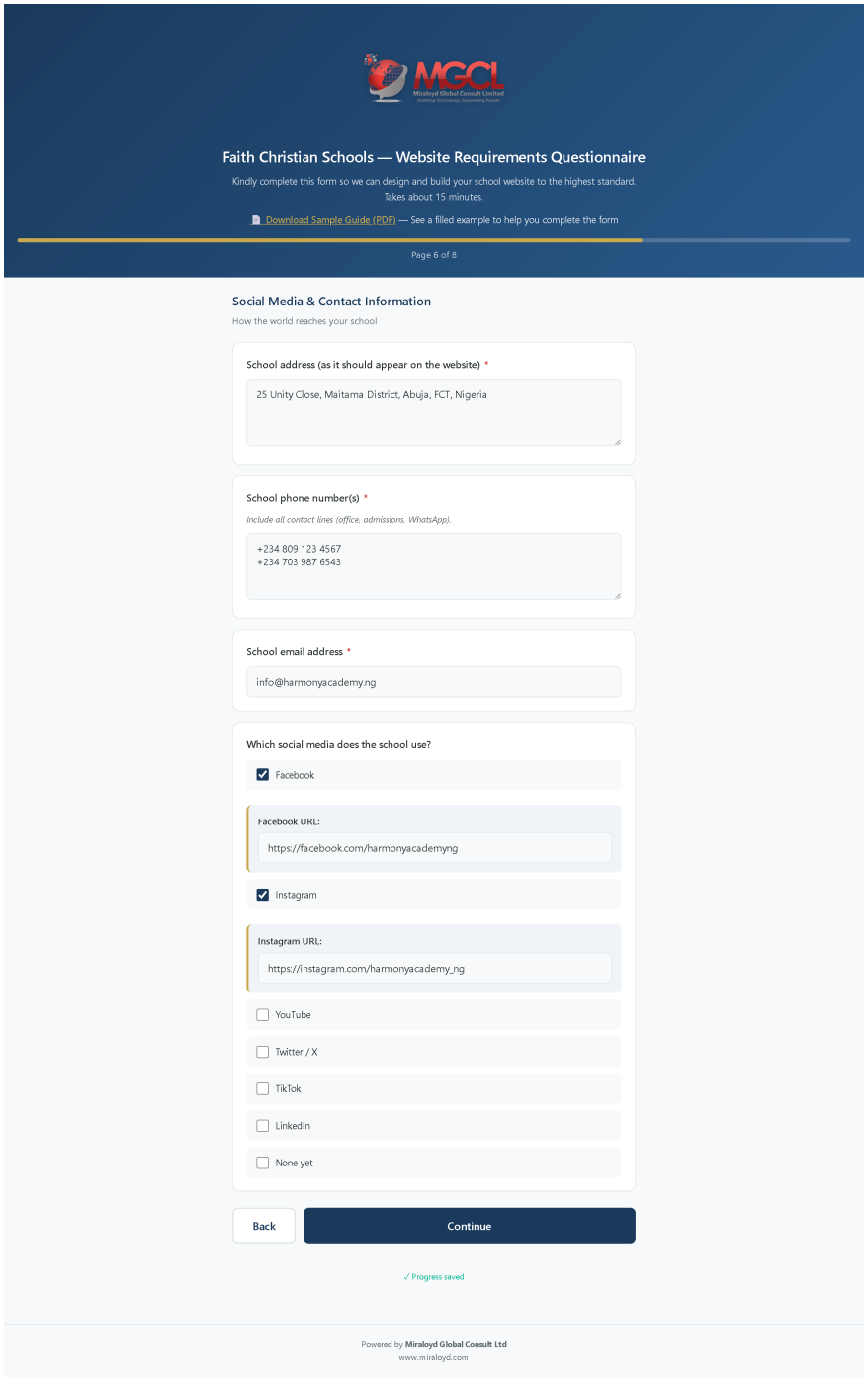
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Social Media & Contact Information
How the world reaches your school
School address (as it should appear on the website) *
25 Unity Close, Maitama District, Abuja, FCT, Nigeria
School phone number(s) *
Include all contact lines (office, admissions, WhatsApp).
+234 809 123 4567
+234 703 987 6543
School email address *
info@harmonyacademy.ng
Which social media does the school use?
Facebook
Facebook URL:
https://facebook.com/harmonyacademyng
Instagram
Instagram URL:
https://instagram.com/harmonyacademy_ng
YouTube
Twitter / X
TikTok
LinkedIn
None yet
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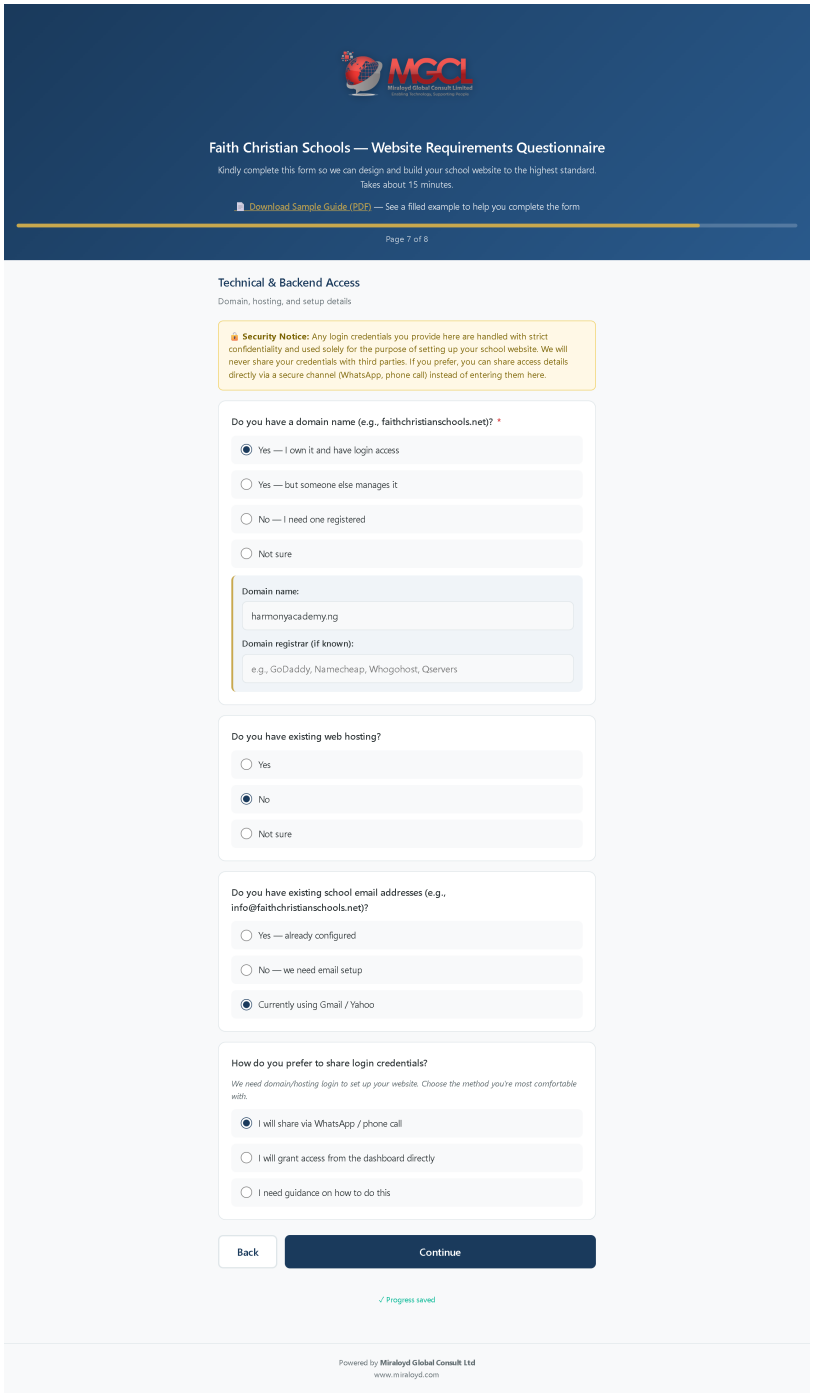
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Technical & Backend Access
Domain, hosting, and setup details
Security Notice: Any login credentials you provide here are handled with strict confidentiality and used solely for the purpose of setting up your school website. We will never share your credentials with third parties. If you prefer, you can share access details directly via a secure channel (WhatsApp, phone call) instead of entering them here.
Do you have a domain name (e.g., faithchristianschools.net)? *
Yes — I own it and have login access
Yes — but someone else manages it
No — I need one registered
Not sure
Domain name:
harmonyacademy.ng
Domain registrar (if known):
e.g., GoDaddy, Namecheap, Whogohost, Qservers
Do you have existing web hosting?
Yes
No
Not sure
Do you have existing school email addresses (e.g., info@faithchristianschools.net)?
Yes — already configured
No — we need email setup
Currently using Gmail / Yahoo
How do you prefer to share login credentials?
We need domain/hosting login to set up your website. Choose the method you're most comfortable with.
I will share via WhatsApp / phone call
I will grant access from the dashboard directly
I need guidance on how to do this
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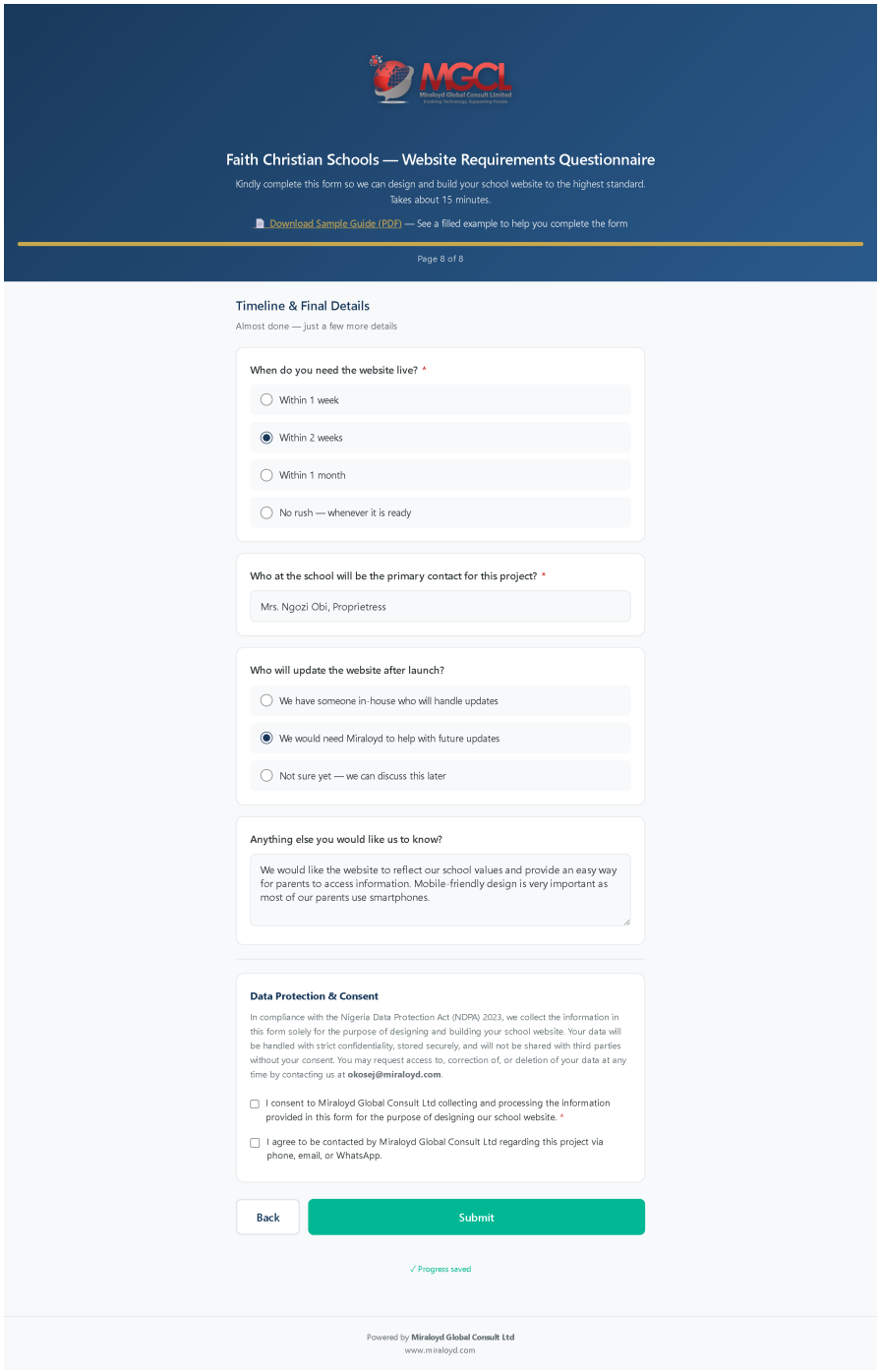

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Timeline & Final Details

Almost done — just a few more details

When do you need the website live? *

- ○ Within 1 week
- ◉ Within 2 weeks
- ○ Within 1 month
- ○ No rush — whenever it is ready

Who at the school will be the primary contact for this project? *

Mrs. Ngozi Obi, Proprietress

Who will update the website after launch?

- ○ We have someone in-house who will handle updates
- ◉ We would need Miraloyd to help with future updates
- ○ Not sure yet — we can discuss this later

Anything else you would like us to know?

We would like the website to reflect our school values and provide an easy way for parents to access information. Mobile-friendly design is very important as most of our parents use smartphones.

Data Protection & Consent

In compliance with the Nigeria Data Protection Act (NDPA) 2023, we collect the information in this form solely for the purpose of designing and building your school website. Your data will be handled with strict confidentiality, stored securely, and will not be shared with third parties without your consent. You may request access to, correction of, or deletion of your data at any time by contacting us at **okosej@miraloyd.com**.

☐ I consent to Miraloyd Global Consult Ltd collecting and processing the information provided in this form for the purpose of designing our school website. *

☐ I agree to be contacted by Miraloyd Global Consult Ltd regarding this project via phone, email, or WhatsApp.

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