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# FCS Website Requirements Questionnaire

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## Sample Guide

This document shows a completed example of the questionnaire.  
Use it as a reference when filling in your own responses.



## Faith Christian Schools — Website Requirements Questionnaire

Kindly complete this form so we can design and build your school website to the highest standard.  
Takes about 15 minutes.

 [Download Sample Guide \(PDF\)](#) — See a filled example to help you complete the form

### School Identity

The foundation — who you are as an institution

Official school name (as registered) \*

Harmony Academy International

School levels currently offered \*

☒ Creche / Daycare

☒ Pre-Nursery & Nursery

☒ Primary (Basic 1–6)

☒ Junior Secondary (JSS 1–3)

☒ Primary (Basic 1–6)

☒ Junior Secondary (JSS 1–3)

☒ 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

☒ Nigerian Curriculum (NERDC)

☐ British Curriculum

Curriculum & examinations offered

☒ Nigerian Curriculum (NERDC)

☐ British Curriculum

☒ WAEC / NECO

☒ 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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### 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)

## 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](http://www.greenspringsschool.com), [www.coronaschools.com](http://www.coronaschools.com)

What feel should the website give visitors? \*

☒ Professional & Academic

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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.*

- ☒ Home
- ☒ About Us (History, Mission, Vision, Leadership)
- ☒ Academics (Curriculum, Programmes per Level)
- ☒ Admissions (Requirements, Process, Fees)
- ☒ Gallery (Photos & Videos)
- ☒ News & Events



☒ Gallery (Photos & Videos)

☒ News & Events

☒ Staff Directory / Our Team

☐ Student Life (Clubs, Sports, Activities)

☐ Chapel / Spiritual Life

☒ Facilities & Campus Tour

☒ Testimonials / Parent Reviews

☒ Downloads (Forms, Handbooks, Calendar)

☒ School Calendar

☐ Contact Us

☐ Blog

☐ Alumni

☐ Careers / Work With Us

☐ Boarding (if applicable)

☐ PTA / Parents Portal

☐ Scholarships & Financial Aid

☐ Scholarships & Financial Aid

Any special features or integrations needed?

☒ Contact / Inquiry Form

☒ Online Admissions Application

☒ WhatsApp Chat Button

WhatsApp number:

+234 803 601 2387

☒ Fee Payment Gateway

☒ Parent / Student Portal

☒ Result Checker

☐ E-Learning / CBT Integration

☐ Newsletter / Email Signup

☐ Live Chat

☐ Google Map / Directions

☐ Event Calendar

☐ Virtual Campus Tour (360°)

WhatsApp number:

+234 803 601 2387

☒ Fee Payment Gateway

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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

☐ 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

☐ Canteen / 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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### 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

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? \*



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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### 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

+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

☐ ...

☒ 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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### 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

☐ 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*

☐ 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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### 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 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](mailto: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.

☐ Not sure yet — we can discuss this later

Anything else you would like us to know?

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Submit

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