
FCS Website Requirements Questionnaire

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

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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 *

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, www.coronaschools.com

What feel should the website give visitors? *

Professional & Academic

Warm & Welcoming

Faith-centred & Inspirational

Modern & Dynamic

A blend of the above

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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

Parent / Student Portal

Result Checker

E-Learning / CBT Integration

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Google Map / Directions

Event Calendar

Virtual Campus Tour (360°)

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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

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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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/...](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[Back](#)[Continue](#)

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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[Back](#)[Continue](#)

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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.

- 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

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Submit

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