FCS Website Requirements
Questionnaire

Filled Example

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

Miraloyd Global Consult Ltd
www.miraloyd.com

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)

☑ 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? *

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)

☑ Cambridge IGCSE / A-Levels

☐ British Curriculum

☐ International Baccalaureate (IB)

☑ WAEC / NECO

☐ 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).

Continue

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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

Back   Continue

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
- ☑ 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

Any special features or integrations needed?

- ☑ Contact / Inquiry Form
- ☑ Online Admissions Application
- ☑ WhatsApp Chat Button

WhatsApp number:

+234 XXX XXX XXXX

- ☑ 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°)

Back   **Continue**

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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, awards, or results worth highlighting

e.g., WAEC/NECO results, inter-school competitions, special recognitions

Our students have maintained a 98% pass rate in WAEC and NECO over the past 5 years. We are 3-time winners of the FCT Inter-School Science and Mathematics Olympiad. In 2024, our Cambridge IGCSE cohort achieved 85% distinction rate. The school was named Best Emerging School in Abuja by the Education Excellence Awards in 2023.

Back

Continue

Your progress is saved automatically

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

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

https://drive.google.com/drive/folders/...

Do you have a school promotional video? *
○ Yes
◉ No
○ Not yet — but we plan to create one

If "Yes": A field appears to enter your video URL (YouTube, Vimeo, etc.)

Will you provide the written content, or should we draft it? *
○ We will write the content
◉ Kindly draft it — we will review
○ Mix of both

Back   Continue

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

Back

Continue

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? *

- ⦿ 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

If "Yes": A field appears to enter your hosting provider (e.g., Whogohost, Qservers, Namecheap)

Do you have existing school email addresses?

- ○ Yes — already configured
- ○ No — we need email setup
- ⦿ Currently using Gmail / Yahoo

How do you prefer to share login credentials?

- ⦿ I will share via WhatsApp / phone call
- ○ I will grant access from the dashboard directly
- ○ I need guidance on how to do this

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

If "in-house": A field appears to enter their name and role — e.g., Mr. John, Admin Officer

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

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 **info@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.

Back   Submit

Progress saved

Thank You!

We have received your responses and will begin working on your school website. Our team will be in touch shortly to discuss next steps.

Miraloyd Global Consult Ltd

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