Information for School Closure Line – October 2021

Please complete and return this form to [hubprojectteam@telford.go.uk](mailto:hubprojectteam@telford.go.uk)

**By Friday 15 October 2021**

|  |  |
| --- | --- |
| **Name of School/Nursery/College** |  |
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\*if there is more than one school in the group please list all the schools you will be responsible for uploading information onto the closure line

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| **Name of Administrators** | **Email address** |
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|  |  |
|  |  |

\*Please print name (we recommend that there are at least two administrators)

**For office use**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date received** | **Date entered into the system** | **Entered onto the system by** | **Checked by** |
|  |  |  |  |
|  |  |  |  |