Information for School Closure Line – November 2021

Please complete and return this form by **Friday 12 November 2021** to hubprojectteam@telford.gov.uk

|  |  |
| --- | --- |
| **Name of School/Nursery/College** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\*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

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

\*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** |
|  |  |  |  |
|  |  |  |  |