

# School Closures- Administration Guide

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## Viewing Closure Events

1. Any closure events for schools which you have been associated to in the system will be displayed on the home page for the School Closures Administration Website.

Any future closure events which are not currently active will have a status of **Queued**.

Any closure events which are currently active will have a status of **Active**.

Status	School	First Day	Last Day	Days	Reason	Notes
Queued	Abc Day Nursery Ltd - Lightmoor	27/10/2021	28/10/2021	2	Maintenance	School closed due to boiler failure <a href="#">Edit</a>   <a href="#">Delete</a>
Queued	Brookside Pre School	27/10/2021	28/10/2021	2	Maintenance	School closed due to boiler failure <a href="#">Edit</a>   <a href="#">Delete</a>

### Create a new closure event

<p>1. On the home page, press the Create closure event button</p>	<p>Displayed below are any currently active or future school closure events for your school(s).</p> <p>If you wish to create a new closure event, press the button below:</p> <p><a href="#">Create closure event</a></p>
<p>2. On the Create closure event page, if you have been assigned to only one school, only one school will be displayed and is automatically selected.</p> <p>If you have been assigned to multiple schools, you will be able to select one or more of the schools to create the closure event for by selecting the desired school(s) in the list on the left, then press the arrow button to move them to the selected schools list on the right.</p>	<p><b>Single assigned schools view:</b></p> <p><b>School</b></p> <p>Bridge School (The)</p> <p><b>Multiple assigned schools view:</b></p> <p><b>All Schools</b></p> <p>Filter Schools</p> <p>Abc Day Nursery Ltd - Hadley Abc Day Nursery Ltd - Lightmoor Aqueduct Little Learners</p> <p><b>Selected Schools</b></p> <p>Brookside Pre School</p>

3. Putting the cursor in the first and last day text boxes will display a calendar.

The date of the first day of the school closure event is required for all closures.

The last day date is optional and will create an open ended closure event.

Any active and future closure events will be displayed on the public Telford and Wrekin Council website.

Closures with last day dates specified will be shown until the last day date has passed.

Closures without last day dates specified will be shown until the closure event is either deleted, or edited and an end date is specified and that date has passed.

**First Day**

26/10/2021

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

4. Select the reason for the school closure from the drop down list

**Reason**

Select reason

Select reason

Bad weather

Health

Maintenance

Training

Other

<p>5. Specify any notes you wish to add to the closure event.</p> <p><b>These notes will be displayed to the public.</b></p>	<p><b>Notes</b></p> <div data-bbox="869 245 1717 500" style="border: 1px solid #ccc; padding: 5px;"><p>School closed due to boiler failure</p></div> <p>Specify any additional information here.</p>
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6. Once the form has been completed, press the Submit button.

**Please note: When a school closure event is saved to the system or an existing closure event is edited, it may take a few minutes before displaying/updating on the T&W Council website.**

**All Schools**

Filter Schools

- Abc Day Nursery Ltd - Hadley
- Aqueduct Little Learners

**Selected Schools**

- Abc Day Nursery Ltd - Lightmoor
- Brookside Pre School



**First Day**

27/10/2021

When the closure event starts.

**Last Day**

28/10/2021

The last day of closure. Leave empty for open ended event.

**Reason**

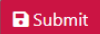
Maintenance

Select a reason for the school closure.

**Notes**

School closed due to boiler failure

Specify any additional information here.



[Go back](#)

## Edit an existing closure event

<p>1. In order to edit an existing school closure event, press the <b>Edit</b> link text on the table row for the applicable event.</p>	<table border="1"> <thead> <tr> <th>Status</th> <th>School</th> <th>First Day</th> <th>Last Day</th> <th>Days</th> <th>Reason</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Queued</td> <td>Abc Day Nursery Ltd - Lightmoor</td> <td>27/10/2021</td> <td>28/10/2021</td> <td>2</td> <td>Maintenance</td> <td>School closed due to boiler failure <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>Queued</td> <td>Brookside Pre School</td> <td>27/10/2021</td> <td>28/10/2021</td> <td>2</td> <td>Maintenance</td> <td>School closed due to boiler failure <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> </tbody> </table> <p><b>Notes</b></p> <table border="1"> <tbody> <tr> <td>School closed due to boiler failure</td> <td><a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> <tr> <td>School closed due to boiler failure</td> <td><a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> </tbody> </table>	Status	School	First Day	Last Day	Days	Reason	Notes	Queued	Abc Day Nursery Ltd - Lightmoor	27/10/2021	28/10/2021	2	Maintenance	School closed due to boiler failure <a href="#">Edit</a>   <a href="#">Delete</a>	Queued	Brookside Pre School	27/10/2021	28/10/2021	2	Maintenance	School closed due to boiler failure <a href="#">Edit</a>   <a href="#">Delete</a>	School closed due to boiler failure	<a href="#">Edit</a>   <a href="#">Delete</a>	School closed due to boiler failure	<a href="#">Edit</a>   <a href="#">Delete</a>
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<p>2. The edit process is the same as the create closure process. Please refer to the Create closure event process description.</p> <p><b>Please note: When a school closure event is saved to the system or an existing closure event is edited, it may take a few minutes before displaying/updating on the T&amp;W Council website.</b></p>																										

## Delete an existing closure event

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<p>2. Upon pressing the <b>Delete</b> link text, a confirmation window will pop up asking you to confirm you wish to delete the closure event.</p> <p>Press <b>Ok</b> to continue.</p> <p>If you wish to cancel, press the <b>Cancel</b> button.</p> <p><b>Please note: When a school closure event is deleted from the system, it may take a few minutes before being removed from the T&amp;W Council website.</b></p>	<p><b>localhost:44389 says</b></p> <p>Are you sure you wish to delete this closure event? Please note that any deletions may take a few minutes to update on the T&amp;W Council Website.</p> <div style="text-align: right;"> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">OK</span> <span style="background-color: #d3d3d3; padding: 5px 15px; border-radius: 3px; margin-left: 10px;">Cancel</span> </div>																									