

# Requirements

14 April 2021 16:46

## Requirements Form

**School Name:**

**Main Contact:**

**Email:**

**Number:**

**Kick Off Date:**

**Website Type:**

- Template
- Bespoke

**Current Domain:**

# Kick Off Call

14 April 2021 16:45

## Date of Kick Off

DD/MM/YY

## To Do Lists

- Choose Design
- Explain Implementation Process
- Explain DNS Process
- Explain Weduc Integrations
- Send PID
- Send Design Brief

## Weduc Integrations Needed

<b>Newsfeed</b>	
<b>Notices</b>	
<b>Calendar</b>	
<b>Digital Library</b>	
<b>Login</b>	

## Branding

**Default Font:**

**Default Heading Font:**

**Default Font Size:**

## Zendesk

**Ticket Link:**

# Weduc Integration

14 April 2021 16:46

## Initial Setup

- Role created
- Container Created
- User Created
- User Moved to website container
- Permissions Checked

## Details

**Username:**

**Password:** Weduc098!

# Design Review

14 April 2021 16:46

## Date of Review

DD/MM/YY

## Notes:

Change	Notes	Evidence

# CMS Training Checklist

14 April 2021 17:24

## Date of Training

DD/MM/YY

## Training with:

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## Checklist

### General Access

- How to Login
- How Each Section Affects Their Website

### Jobs

- Create a New Listing
- Delete an Old Listing
- Edit an Existing Listing
- How to Restore a Deleted Listing

### Pages

- Create New Page
- Delete Old Page
- Edit Existing Page
- Restore Deleted Page
- How to Select a Side Menu
- How to Structure the Pages List
- Changing the Banner Image
- Restoring to an Old Version of the Page
- How to Edit the Homepage
- How to set a Template (If Applicable)
- How to find the different Modules/Features
- How to add a Shortcode

### Media

- Uploading Media
- Downloading Media
- Deleting Media
- How to Link Media

### Menus

- Create a New Menu
- Delete a Menu
- Edit a Menu
- Structure a Menu
- Custom Links

### Users

- Create a New User
- Delete a User
- Edit a User
- Reset a User's Password

### Theme/Branding

- General Settings
- How to Change Branding
- Editing the Footer
- Editing the Header (If Applicable)

### Weduc

- Editing the Calendar Settings
- Editing the Newsfeed Settings
- Enable/Disable Notices
- How to Link a Weduc Folder
- How to Share Content from Weduc
  - Newsfeed
  - Calendar
  - Notices
  - Digital Library

# Testing

12 April 2022 14:40

## **Implementation Testing**

**Carried out by:**

**Date Done:**

Page (URL)	Issue	Fixed by	Status

## **Developer Testing**

**Date sent to Testing:**

**Tested by:**

**Testing Completed:**

# Pre-Launch Checklist

14 April 2021 17:15

## **Checklist**

- Site Built & Signed Off in Writing
- School Trained on CMS
- Weduc connected correctly and working
- Content Sign Off in Writing
- OFSTED Requirements Checked
- Testing Completed
- SSL DNS Records Added & Confirmed
- DNS Records Changed
- PCD Sent

# DNS & Domain

14 April 2021 17:12

## Checklist

- SSL DNS Provided (Date: )
- SSL DNS Changed (Date: )
- CNAME Provided (Date: )
- CNAME Changed (Date: )
- WP URL Changed (Date: )

## SSL CNAME Records


## Launch CNAME Records


# General Notes

15 April 2021 13:58

# Custom CSS Added

13 May 2022 16:50

**PLEASE DO NOT ADD THIS HERE UNTIL THE SITE HAS BEEN SIGNED OFF BY THE CUSTOMER TO ENSURE THE CODE SHOWN IS THE LATEST AND MOST UP TO DATE**

# DFE Requirements - Checklist

22 August 2022 10:40

<b>Contact Details</b>	School name	<input type="checkbox"/>
	Postal Address	<input type="checkbox"/>
	Phone Number	<input type="checkbox"/>
	Primary Contact	<input type="checkbox"/>
	SEND Contact	<input type="checkbox"/>
<b>Admissions</b>	How applications are considered	<input type="checkbox"/>
	How to apply	<input type="checkbox"/>
	Over subscription Criteria Or Link to LA Website	<input type="checkbox"/>
<b>Exam &amp; Assessment Results</b>	KS2	<input type="checkbox"/>
	KS4	<input type="checkbox"/>
	KS5	<input type="checkbox"/>
<b>Performance Tables</b>	Content of School Curriculum	<input type="checkbox"/>
	Names of Phonics/Reading Schemes (KS1 ONLY)	<input type="checkbox"/>
	Courses Available (GCSE's ONLY)	<input type="checkbox"/>
	How to find out more	<input type="checkbox"/>
<b>Careers Program Info</b>	Name and Contact Details	<input type="checkbox"/>
	Summary of Programme	<input type="checkbox"/>
	How Success is Measured	<input type="checkbox"/>
	Next Review Date	<input type="checkbox"/>
<b>Miscellaneous</b>	Complaints Procedure	<input type="checkbox"/>
	SEND	<input type="checkbox"/>
	OFSTED Info	<input type="checkbox"/>
	Remote Education	<input type="checkbox"/>
	Behaviour Policy	<input type="checkbox"/>
	Values & Ethos	<input type="checkbox"/>
	Requests for Paper Copies	<input type="checkbox"/>
<b>Governors</b>	Structure and Responsibilities	<input type="checkbox"/>
	Full name of Chairs of each Committee	<input type="checkbox"/>
	General Info of Each Governor	<input type="checkbox"/>
	Business & Financial Interests	<input type="checkbox"/>
	Attendance Record	<input type="checkbox"/>
<b>Financial Information</b>	Employees Earning Over £100,00	<input type="checkbox"/>
	Link to Benchmarking Service	<input type="checkbox"/>
<b>Charging &amp; Remissions</b>	Reasons to Charge	<input type="checkbox"/>
	Exception Circumstances	<input type="checkbox"/>
<b>Pupil Premium</b>	Grant Allocation Amount (Current Year)	<input type="checkbox"/>
	Main Barriers Faced (Current Year)	<input type="checkbox"/>

	How the Money is Spent (Current Year)	<input type="checkbox"/>
	How Success is Measured (Current Year)	<input type="checkbox"/>
	How was it Spent (Previous Year)	<input type="checkbox"/>
	Effect of Spending (Previous Year)	<input type="checkbox"/>
<b>Yr 7 Catch Up (Secondary only)</b>	How was it Spent	<input type="checkbox"/>
	Effect of Spending	<input type="checkbox"/>
<b>COVID Catch Up</b>	How was it Spent	<input type="checkbox"/>
	Effect of Spending	<input type="checkbox"/>
<b>PE &amp; Sport Premium (Primary Only)</b>	Amount Received	<input type="checkbox"/>
	How it was Spent	<input type="checkbox"/>
	Impact on the school	<input type="checkbox"/>
	Sustainability	<input type="checkbox"/>
	Percentage who swim competently	<input type="checkbox"/>
	Percentage who use a range of strokes effectively	<input type="checkbox"/>
	Percentage to Perform Safe Self-Rescue	<input type="checkbox"/>
<b>Equality Objectives</b>	Details of How the School is Compliant	<input type="checkbox"/>
	Equality Objectives	<input type="checkbox"/>