

# Our School Website Process

## Consultation

During the consultation meeting you'll meet your dedicated designer who you'll work with throughout your project. They'll discuss all of your requirements and consider aspects such as the main aims of your new website and the messages you'd like to convey. They'll pay close attention to the look and feel of the website and discuss your likes and dislikes, colour, fonts, layout and features. Take a look at our project planner if you'd like to start to think about your preferences now. Our experienced designers will have lots of ideas they can share with you and they'll be able to tell you what they need to move onto the next stage.

## Design

As soon as we've received a few required elements from you, such as your logo and school photos we'll start to create the design. Once we're happy we've got something fantastic, we'll send it over to you for feedback. You can share the design with other staff members or governors and then let us know of any changes you'd like to make. We'll make amendments until you're happy and you sign the design off to move onto the next stage.

## Go Live / Training

Your website is looking great, all your content is in place and it's time to go live! We'll provide training before or after launch and ensure you know all you need to know to update your school website. We'll be on hand for support should you get stuck or have any queries. We'll also have a post-launch review with you at the training and put right any issues.

## Build

Once the design is signed off, we'll begin the development stage. It's here that we need your new website content, or if it's being transferred from your old site, we need to know what you'd like to keep. We'll add those all important policies and Ofsted requirements and once again, at this stage you'll see the website for feedback. We'll build the website on a temporary url, which you'll be able to access and share with others. We can action any further feedback regarding content at this stage.

