

Website brief

For your Websites for Schools website

Please complete all areas of the questionnaire below. If you require help email support@websites-for-schools.com or call 08000 350944.

1. *Your details*

Name of school	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Head teacher	<input type="text"/>
Head of ICT	<input type="text"/>
Authorised representative	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

If you do not currently have a website, please go to the next page.

Existing website address	<input type="text" value="www."/>
Domain name provider	<input type="text"/>
Contact details	<input type="text"/>
Hosting provider	<input type="text"/>
Contact details	<input type="text"/>

2. Your web pages

To help us build the initial structure of your website, please place a tick next to the pages you would like us to set up for you below. You can request additional pages by writing on the lines provided, or by attaching an additional sheet. Of course, you can also add your own web pages to your website later.

About our school

- Introduction
- How to find us
- Interactive school map*
- History of our school
- Our staff
- Our governors
- Contact us

Around our school

- Introduction
- News and events list*
- School trips
- School clubs
- School dinners menu

Pupil's work

- Introduction
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Year 12
- Year 13

Parents area

- Introduction
- Our mission
- OFSTED report
- National awards
- Opening times
- Homework
- Uniform information
- Uniform shop*
- Lost property
- Holiday dates
- Religious education
- Sex education
- Prospectus
- Curriculum

Admissions

- Entry procedures
- Visiting & open days

Other areas (please specify)

* These web pages require special functionality. Please see "Additional features" overleaf for more information

3. *Additional features*

Please tick the boxes below to indicate any additional features you require. See www.websites-for-schools.com for full details about each feature.

Workflow (£99 setup then £19.99 per month)

News and events lists (£99 setup then £9.99 per month)

Galleries (£99 setup then £19.99 per month)

Interactive map*

Online school uniform shop (£FREE)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

* We will provide you with a price after an initial consultation has taken place to assess size of your school. You may choose not to proceed after we have provided you with this price.

4. *Design of your website*

In the box below we ask that you provide us with guidance about how you want your site to look and feel. This might include colours, style, and layout preferences. Tell us about other websites that you like the look of. Also, let us know if you have specific photographs you would like us to use in the design.

This information is just to get us started – our designers will talk to you in much more detail shortly.

5. *Declaration*

Please sign below once you have read and understood our terms and conditions. These are provided on the next page.

Full name (please print)

Position

Signature

Date

Our terms and conditions

Our desire is to delight the client. One way is to make clear our understandings with each other. These are the terms of our agreement together:

1. Authorisation. The above-named client is engaging Websites for Schools Limited, a private limited company incorporated under English law with company number 06374767, whose registered office is at 45 Talbot Road, Twickenham, TW2 6SJ, as an independent contractor for the specific project of developing and/or improving a website to be installed and hosted on Websites for Schools' web space.

2. Website package elements. Websites for Schools includes the following elements in their packages:

- **Maximum of 2 design suggestions for website.** The 2nd being a variant of the first.
- **E-mail/phone consultation** (Up to 1 hour total general Internet orientation education, web design consultation, and helping clients learn to use their own Administration website).
- **Installation** of web pages on the client's Websites for Schools web space. We provide 50MB of hosting space per client as standard.
- **Minor updates and changes** to existing web pages after 1 week (or alternative agreed period of time) of testing by client.
- **Set up of up to 5 email addresses.**

The set-up fee for this website package is £0 plus any costs for additional features specified in "3. Additional features".

3. Website packages content and structure. The content of the web pages will be supplied by the client and executed as specified by the client. Structure and layout for this website is agreed between Websites for Schools and the client through this Website Brief and subsequent conversations. In case the client desires additional web pages beyond the original pages agreed, and beyond the standard pages that can be added by the client using their Administration website, the client agrees to pay Websites for Schools an additional cost for each additional web page. Additional graphics, photos or text content for these web pages shall also incur an additional cost. Details of any additional services and prices of each should be decided as and when such requirements are deemed necessary by the client.

4. Licence and maintenance fee. Once the website has been completed the client agrees to pay a monthly licence and maintenance fee for their website for a minimum of 12 months. This fee is £99 per month plus any extra monthly fee for any features specified in "3. Additional features". The fee incorporates the licence for the Administration website, hosting on Websites for Schools' web space, and email support. Changes to web pages that cannot be undertaken through the Administration website, design work, and new template designs are not included within the licence and maintenance fee and will be billed at an hourly rate of £60. All prices quoted in this agreement exclude VAT. To terminate this agreement the client must provide Websites for Schools with 1 month's notice prior to the renewal date of their contract.

5. Completion date. Websites for Schools and the client must work together to complete the website in a timely manner. We agree to work expeditiously to complete the website no later than a completion date agreed at the start of the project. If after the initial requirements discussion, the project is deemed to be wider in scope than originally perceived, Websites for Schools may require to re-estimate these timescales.

6. Payment of fees. 50% of the setup fee must be paid upon signing this agreement. The final 50% will be invoiced once the website goes live. The licence and maintenance fee for the first month must be paid upon signing this agreement. Subsequent payments should be made by standing order and in advance. Alternatively clients may pay their licence and maintenance fee annually and in advance. All payments will be made in UK funds. In order for Websites for Schools to remain in business, payments must be made promptly. Delinquent bills will be assessed a £10 charge if payment is not received within 10 days of the due date. If an amount remains delinquent 30 days after its due date, an additional 5% penalty will be added for each month of delinquency. Websites for Schools reserves the right to remove web pages from viewing on the Internet until final payment is made. In case collection proves necessary, the client agrees to pay all fees incurred by that process. Please pay on time.

7. Assignment of project. Websites for Schools reserves the right to assign subcontractors to this project to insure the right fit for the job as well as on-time completion.

8. Legal information. Websites for Schools does not warrant that the functions contained in these website will meet the client's requirements or that the operation of the website will be uninterrupted or error-free. The entire risk as to the quality and performance of the website is with the client. In no event will Websites for Schools be liable to the client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate the website, even if Websites for Schools has been advised of the possibility of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

9. Copyrights and trademarks. The client represents to Websites for Schools and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Websites for Schools for inclusion in web pages are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Websites for Schools and its subcontractors from any claim or suit arising from the use of such elements furnished by the client.

10. Copyright to web pages. Copyright to the finished assembled website produced by Websites for Schools is owned by Websites for Schools. Upon final payment of this contract, the client is assigned rights to use as a website the design, graphics, text and source code contained in the finished assembled website. Rights to photos, graphics and computer programs are specifically not transferred to the client, and remain the property of their respective owners. Websites for Schools and its subcontractors retain the right to display graphics and other web design elements as examples of their work in their respective portfolios.

11. Sole agreement. The agreement contained in this contract constitutes the sole agreement between Websites for Schools and the client regarding this website. Any additional work not specified in this contract must be authorised by a written change order. All prices specified in this contract will be honoured for six months after both parties sign this contract. Continued services after that time will require a new agreement.

Please send completed form back to: Websites for Schools, 45 Talbot Road, Twickenham TW2 6SJ. Please include payment for your first month's licence and maintenance fee. Cheques should be made to "Websites for Schools Limited".