

# School Website Checklist for Webmasters and School Admin

*Making Our Good Websites Great!*



This checklist is provided to school webmasters and administrators to ensure that our school websites are **current**, **accurate**, and **engaging** to parents and visitors. Our websites showcase individual school **culture** and are an integral part of **school communication** with parents. Please complete an annual review of your website by mid-September.

Please follow this checklist to ensure your website achieves our division goals:

- Complete Staff Directory** - Each and every staff member is listed in the staff directory.
  - Staff Profiles** - are complete with:
    - Photo - personal or CESD logo:
    - Phone - school phone number and classroom extension
    - Email - please be sure to use @cesd73.ca
    - Key Roles - this may include a professional and personal biography and/or a link to further teacher pages.
  - Essential Information** - Please ensure that your website includes:
    - About Our School - Include photo and key highlights about your school, principal, vice-principal, number of students, grade configuration and town. It may also include motto, mission, vision, and message from the principal. Also, please include your Trustee's name and a [link to their biography and contact information](#)\*.
    - Education Plan (pdf)
    - Supply Lists (pdf)
    - [PowerSchool Parent Login](#)\*
    - School Fees - [Online Payments](#)\*
    - Bell Times
    - School Calendar (include Kindergarten schedule)
    - French Immersion Link (in our FI schools)
    - Newsletters (pdf)
    - Bus (Transportation) Icon
    - School Council Information and Contacts
    - Student/Parent Handbooks (if applicable) (pdf)
    - [Destiny Link](#)\* (Learning Commons)
    - Key Forms or Documents at your discretion
    - [CESD Inclement Weather](#)\*
    - [VTRA Fair Notice Brochure](#)\*
    - [CESD Registration Package](#)\*
- \*Please use link provided*
- Current Year Information Only and No Blank Pages** - As you review your school website, please 'click' on each link/page to ensure that only the current school year's information is posted and that the page has content.
- Current photos** - These front page scrolling photos celebrate your students, your staff and your school community.
- Upcoming Events/Calendar** - It is vital to keep your calendar updated as this information will automatically appear in your 'Upcoming Events' display box. (School Council Meetings, concerts, Parent Teacher Interviews, etc)
- News** - What is the latest and greatest in your building?
- Programs** - Any programs specific to your school are highlighted and celebrated here. Photos help illustrate all that the school has to offer. This may include Academic Programs, French Immersion, Fine Arts, Athletics, Pre-Kindergarten & Kindergarten, Leadership, Early Literacy Initiative, Family School Wellness/Counselling, Career Counselling, and Awards and Scholarships.

Please contact Path Five directly by email if you have questions - [apteansupport\\_pathfive@aptean.com](mailto:apteansupport_pathfive@aptean.com)

Please notify Mandy Nelson if your designated 'Web Warrior' has changed ([mnelson@cesd73.ca](mailto:mnelson@cesd73.ca))

***Thank you for being great ambassadors of your school and our division!***