School closure announcements

The school opening or closure report is an online form for Headteachers (or their nominees) to use to communicate to the Local Authority the status of their school during an emergency. This information sheet is intended to give Headteachers all the information needed to use the system, which can be accessed from any internet connection - including a mobile phone.

Remember:

- keep this information secure, only share it with people that may need to deputise for you to close your school.
- each time you submit the form you will **only close the school for one day**. If you want to close a school for more than one day you will need to submit a second form.

Your login details

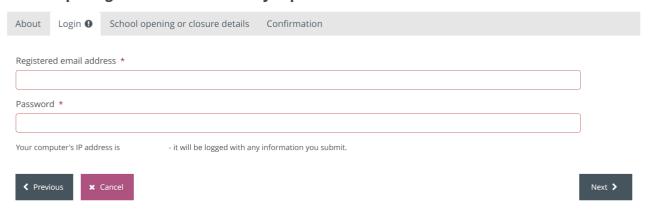You will need the following information to use the school opening or closure report:

- Headteacher e-mail address
- Headteacher password
- School DFE number - without the city prefix (331)

It is your responsibility to ensure that your password is kept safe and only provided to staff who may have to deputise for you to close the school.

Logging in to the school opening or closure report

Go to https://myaccount.coventry.gov.uk/service/School_opening_or_closure_in_Coventry

School opening or closure in Coventry report

| About | Login ❶ | School opening or closure details | Confirmation |

Registered email address *

Password *

Your computer's IP address is   - it will be logged with any information you submit.

❮ Previous   ✖ Cancel   Next ❯

Log in using your e-mail address and password. If you get an error message please check your e-mail address is correct and re-enter your password.

If you need any help logging in or changing your school's information you should contact Lucy Lambert – lucy.lambert@coventry.gov.uk.

Submitting your closure information

Your school closure details should be added to this form.

1. Check that your school is identified correctly.
2. You must enter your school's DFE number in the box, without this you will be unable to submit the form.
3. The rest of the form collects information such as whether the school is open or closed, if any pupils are learning

remotely, and the date and reasons for closure.
4.   When you have added all this information continue by clicking the "Next" button.

Checking the information

The final screen will display the details that you've entered, giving you the chance to check for mistakes. To correct any errors use the "Previous" button, otherwise use the **Submit button (bottom right)** to announce your school closure. Once the form is submitted it cannot be recalled or changed.

There may be a delay of up to 15 minutes before the information is processed. During processing a confirmation e-mail will be sent to you and Council contacts.

If the school opening or closure report is unavailable to you

If you cannot access the system your first option should be to contact a deputy who is able to access the online system. If the online system is unavailable you will need to inform all parties by telephone or e-mail. A list of contacts is provided in guidance issued by the Local Authority.