

School closures – quick reference guide

The school closures reporting functionality is provided by Oxfordshire County Council's web content management platform, called Drupal, on which all the council's websites are run. School Closures are a specific type of content on the public website and users of the School Closures system can create this type of content.

To log into the public website, go to <https://www.oxfordshire.gov.uk/user> - this will present a login box, shown below [Fig. 1]. Log in with your OCC username and password.

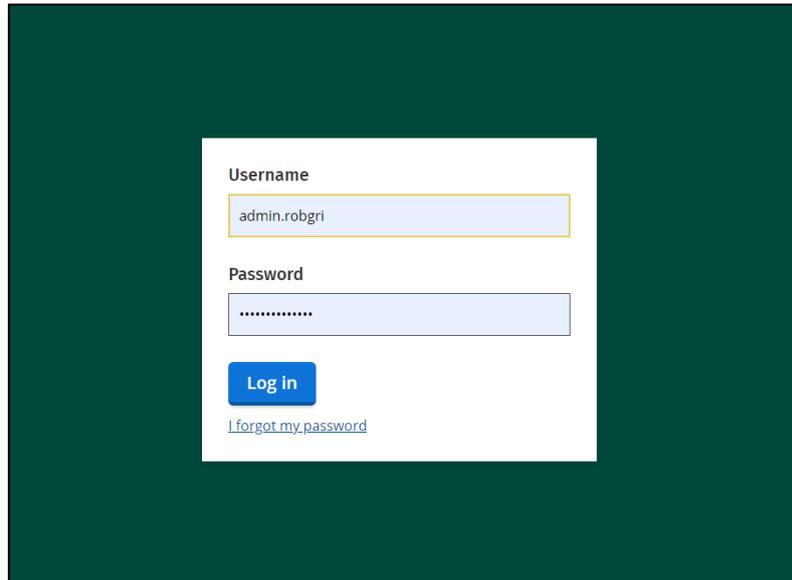


Fig. 1: Login box.

Once logged in, you will be taken to your user page and you will see that there is now a toolbar showing at the top of the webpage [Fig. 2].

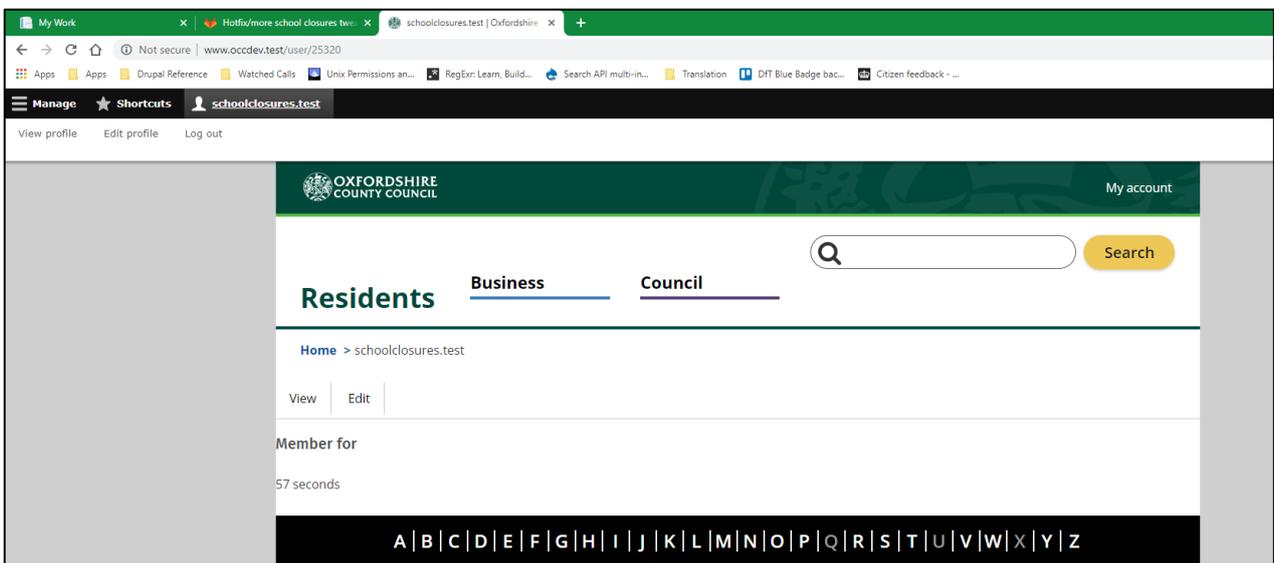


Fig. 2: The User toolbar.

Click on **Manage** and you will then see the **School closures** menu [Fig. 3].

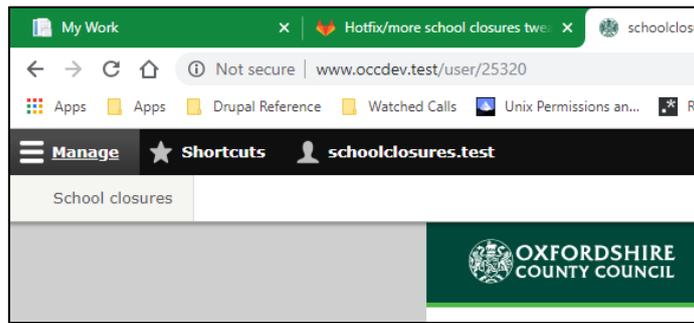


Fig. 3: The Manage toolbar showing the School closures menu.

Hovering over the **School closures** menu will show the options available to you [Fig. 4].

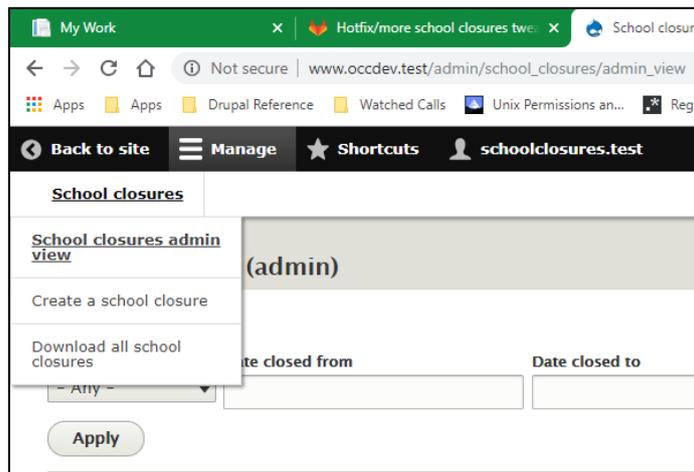


Fig. 4: Options available on the School closures menu.

The School Closures menu

School closures admin view

From the **School closures** menu, you can carry out all the action you need to do. The **School closures admin view** will show you a full list of all the closures recorded on the system [Fig. 5].

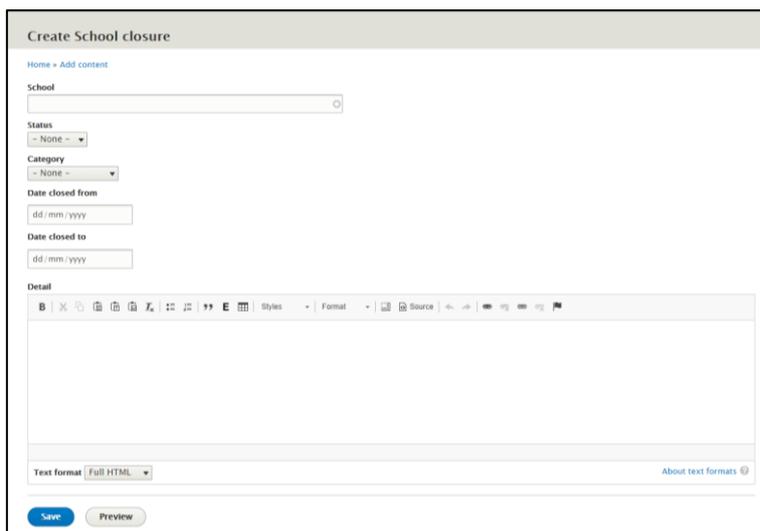
School closures (admin)										
Home										
Category: - Any - Date closed from: <input type="text"/> Date closed to: <input type="text"/> School: <input type="text"/> Status: - Any -										
<input type="button" value="Apply"/>										
CLOSURE ID	DFE NUMBER	SCHOOL	CATEGORY	DATE CLOSED FROM	DATE CLOSED TO	DETAIL	STATUS	AUTHORED ON	AUTHORED BY	EDIT
4	2303	Tower Hill School	Staff sickness	19/03/2019	21/03/2019	Sickness causing closure of the school today.	Part open	19/03/2019 - 11:24	admin.robgrj	Edit
3	4128	Matthew Arnold School	Building work	27/03/2019	26/04/2019	Asbestos removal taking place meaning entire school will be closed from 27/03/2019 to 29/03/2019.	Closed	19/03/2019 - 10:47	admin.robgrj	Edit
1	2543	Larkrise Primary School	Heating failure	19/03/2019	20/03/2019	Closed due to heating failure, expected to reopen tomorrow (20/03/2019).	Open	19/03/2019 - 10:44	admin.robgrj	Edit

Fig. 5: School closures admin view

The admin view allows you to view and update all closure records, with the newest at the top. To edit any of the existing records, click on the **Edit** link to the right of each row. To find or filter the results, use the fields at top of the page, and press **Apply** to apply your filter criteria. To clear your criteria, simply blank the filter fields and press **Apply**, or just select **School closures admin view** from the **School closures** menu again. You can also sort this list by clicking on any of the blue headings.

Creating a school closure

From the **School closures** menu, click on **Create a school closure**. This will load up the data entry form [Fig. 6]. Filling out this form is very simple and self-explanatory.



The image shows a web form titled "Create School closure". At the top left, there is a breadcrumb "Home » Add content". The form fields are: "School" (a dropdown menu), "Status" (a dropdown menu with "None" selected), "Category" (a dropdown menu with "None" selected), "Date closed from" (a date input field with "dd/mm/yyyy" placeholder), and "Date closed to" (a date input field with "dd/mm/yyyy" placeholder). Below these is a "Detail" section with a rich text editor toolbar (bold, italic, underline, link, unlink, list, link, unlink, source, undo, redo, print) and a text area. At the bottom, there is a "Text format" dropdown set to "Full HTML" and a link "About text formats". At the very bottom are "Save" and "Preview" buttons.

Fig. 6: Blank school closure data entry form.

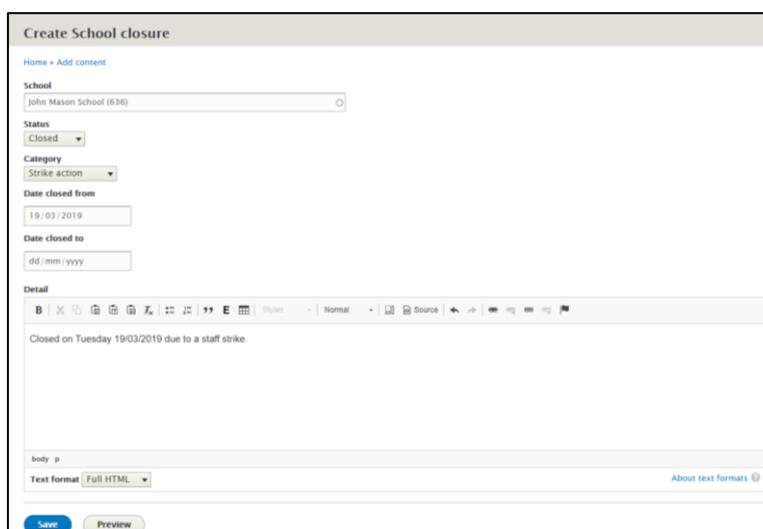
The School field is an autocomplete field. If you start typing the name of a school, a list of possible matches is displayed. Click on the relevant school to complete the text entry [Fig. 7].



The image shows the "Create School closure" form with the "School" dropdown menu open. The input field contains the text "john". A list of suggestions is displayed below the input field, including: "St John's Primary School Wallingford", "St John's Catholic Primary School, Banbury", "St John the Evangelist Church of England Primary School", "John Blandly Primary School", "St Mary & St John Church of England Primary School", "John Hampden Primary School", "John Watson School", "John Henry Newman Academy", "St John Fisher Catholic Primary School", and "John Mason School".

Fig. 7: School autocomplete field.

Once you have completed recording the details of a closure [Fig. 8], press **Save** and you will be taken back to the admin view with your new closure at the top of the list.

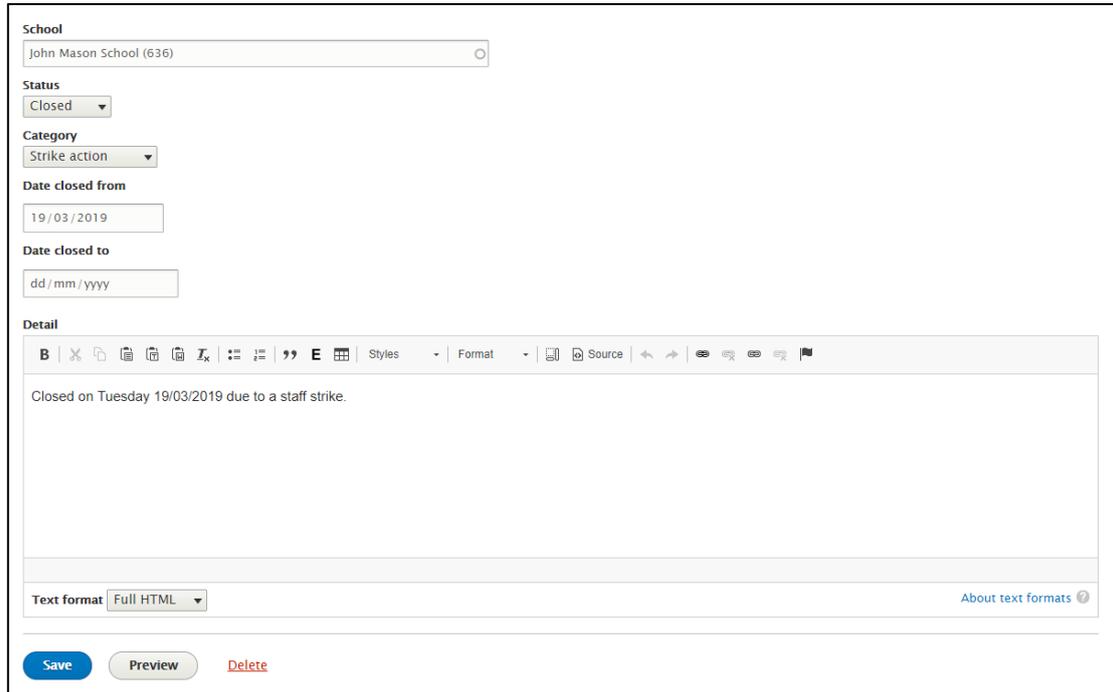


The image shows the "Create School closure" form with the following filled-in details: "School" is "John Mason School (836)", "Status" is "Closed", "Category" is "Strike action", "Date closed from" is "19/03/2019", and "Date closed to" is empty. The "Detail" text area contains the text "Closed on Tuesday 19/03/2019 due to a staff strike." The "Text format" dropdown is set to "Full HTML". The "Save" and "Preview" buttons are visible at the bottom.

Fig. 8: Completed closure form.

Deleting a closure

If a closure has been erroneously created, you can easily delete it. Go the admin view and click on the **Edit** link to the right of the record you wish to delete. At the bottom of the page there will be a **Delete** link [Fig. 9]. Click on this and you will be asked to confirm you wish to delete the record. If you confirm, the record will be permanently deleted and will not show on any reports or downloads.



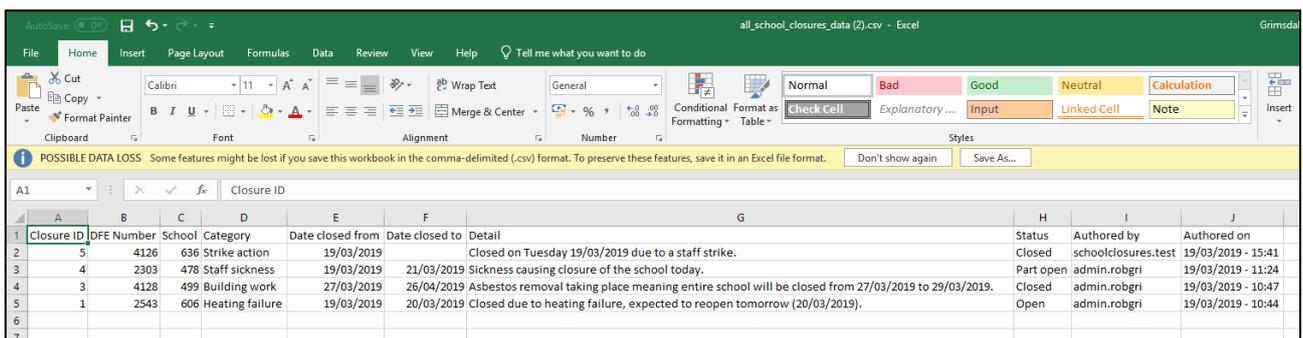
The screenshot shows a web form for editing a school closure record. The form includes fields for School (John Mason School (636)), Status (Closed), Category (Strike action), Date closed from (19/03/2019), and Date closed to (dd/mm/yyyy). Below these fields is a rich text editor containing the text "Closed on Tuesday 19/03/2019 due to a staff strike." At the bottom of the form, there are three buttons: "Save" (blue), "Preview" (grey), and "Delete" (red).

Fig. 9: Delete link.

Downloading closure information for reporting

At any time, you can download all the closure records into .CSV format suitable for opening in a spreadsheet. This will allow you to sort/filter/aggregate information as required. To download the data, simply select **Download all school closures** from the **School closures** menu.

A download will start and you will then be able to open the file in a suitable application such as Microsoft Excel [Fig. 10].



The screenshot shows a Microsoft Excel spreadsheet titled "all_school_closures_data (2).csv". The spreadsheet contains the following data:

Closure ID	DFE Number	School	Category	Date closed from	Date closed to	Detail	Status	Authored by	Authored on
5	4126	636	Strike action	19/03/2019		Closed on Tuesday 19/03/2019 due to a staff strike.	Closed	schoolclosures.test	19/03/2019 - 15:41
4	2303	478	Staff sickness	19/03/2019	21/03/2019	Sickness causing closure of the school today.	Part open	admin.robagri	19/03/2019 - 11:24
3	4128	499	Building work	27/03/2019	26/04/2019	Asbestos removal taking place meaning entire school will be closed from 27/03/2019 to 29/03/2019.	Closed	admin.robagri	19/03/2019 - 10:47
1	2543	606	Heating failure	19/03/2019	20/03/2019	Closed due to heating failure, expected to reopen tomorrow (20/03/2019).	Open	admin.robagri	19/03/2019 - 10:44

Fig. 10: Closure records downloaded and opened in Excel.