

School Website — Feature Guide

A simple, clear plan of all features to include (Admin Panel only — no student/parent login required)

This guide lists every recommended feature for your school website, explained in simple words.

Everything here can be managed by the school through a single Admin Panel — parents and visitors only view the website; they don't need to log in.

1. Home Page

- Banner/slider with school photos or key messages
- Welcome note from the school
- Quick highlights — achievements, notices, upcoming events
- Shortcuts to important sections (Admission, Contact, Fee Details)

2. About Us

- School history and background
- Vision and mission statement
- Achievements and recognitions
- Affiliation details (CBSE / State Board / ICSE, etc.)

3. Admission Section

3.1 Admission Information Page

- Admission process explained step-by-step
- Eligibility criteria (age, class-wise)
- Important dates (admission open/close)
- Downloadable admission form (PDF) for offline submission

3.2 Admission Enquiry Form (Online)

This lets parents directly ask about admission without calling or visiting the school. It should be simple — just a few fields so parents don't feel it's a burden to fill.

Suggested fields to include:

- Parent/Guardian name
- Child's name
- Child's age / date of birth
- Class applying for
- Phone number
- Email address (optional)
- Message / query box (optional)

How it should work:

- Parent fills the form on the website and submits
- Details are saved in the Admin Panel automatically
- School gets notified instantly by email and/or WhatsApp
- Admin can view all enquiries in one list, mark them as 'Contacted' or 'Pending'

Benefits of this form:

- Parents can enquire anytime — even at night or holidays — without waiting for office hours
- No missed calls or busy phone lines; every enquiry is recorded safely
- School gets organized data of all interested parents in one place (easy follow-up)
- Saves time for both school staff and parents
- Creates a professional first impression of the school
- Helps track how many admission enquiries are coming in, month by month

4. General Contact / Enquiry Form

Separate from the Admission Enquiry Form — this is for general questions (fee query, transport query, complaints, suggestions, etc.)

- Fields: Name, Phone, Email, Subject/Reason, Message
- Submissions go to Admin Panel + email/WhatsApp alert to school
- Benefit: parents get a direct, easy channel to reach the school for anything, without needing a phone call

5. Gallery Section (Category-wise)

Photos organized into categories so visitors can browse easily. Admin can upload/delete photos under each category from the Admin Panel.

- Sports events / sports ground
- Cultural events / Annual Day
- Classrooms, library, labs, infrastructure
- Field trips / excursions
- Achievements and awards
- Festivals and celebrations

6. Principal & Teacher Profiles

- Principal's message with photo
- Teacher profiles: photo, name, qualification, subject taught, years of experience, key skills
- Optional: Management/Trustee committee profiles

7. Academics

- Classes offered and subjects taught
- Curriculum overview
- Facilities: library, science labs, computer lab, smart classrooms, playground

8. Fee Details

- Class-wise fee structure shown in a simple table
- Payment methods accepted (online/offline, bank details if needed)
- Admin can update fee amounts anytime from Admin Panel

9. Bus Facility Details (if available)

- Routes covered / areas served
- Approximate pickup and drop timings
- Contact number for transport-related queries
- Admin can add/edit routes from Admin Panel

10. Notices & Events

- Notice board for circulars, holiday list, exam schedules
- Events calendar / latest news updates

11. Contact Us Page

- School address with Google Map location
- Phone number(s) and email address
- Office working hours

12. Extra Features Worth Adding

- Parent/Alumni testimonials
- Downloads section — syllabus, circulars, forms (PDFs)
- Video section — YouTube embeds (annual day, school tour)
- Careers page — for teacher job openings (simple enquiry form)
- Social media links (Facebook, Instagram, YouTube)
- Floating WhatsApp button for instant contact
- Basic SEO — meta tags, sitemap, so the school appears in Google search

13. What the Admin Panel Should Let You Do

- Add, edit, delete gallery photos (category-wise)
- Add/edit teacher and principal profiles
- Add/edit notices and events
- Edit fee structure anytime
- View and manage Admission Enquiry form submissions
- View and manage General Contact form submissions
- Add/edit bus routes
- Upload downloadable PDFs (admission form, circulars, syllabus)

This feature set covers a complete, professional school website without any student or parent login system — everything is controlled through one simple Admin Panel.