



**Specification for the design,  
implementation and support of a  
new portfolio of websites  
for Anglian Learning**

Version 1.0

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## Introduction

Anglian Learning is a highly successful multi academy trust of eight academies that have come together to provide outstanding education and learning for our communities in Cambridgeshire and surrounding counties. Formed initially of three existing academy trusts, who recognised the huge potential of coming together to form one larger group, Anglian Learning has expanded in response to requests from other schools to join us and we look to continue to grow over the next few years.

Our members share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation; that excellence is not simply defined by Ofsted grades and league table positions; and that education can play a transformational role in the lives of children and the success and wellbeing of our wider society.

Through membership of Anglian Learning, these goals are achieved by working with like-minded schools, leaders, teachers and all staff who are prepared to share responsibility, through support and challenge, to ensure that all our academies can offer an excellent education to all pupils, whatever their background and starting point.

Each academy within the Trust has its own website, which encompasses information and features that are statutory and/or are of interest to users of the website. Users of the websites are many and various, including pupils, parents and staff, both current and prospective, Ofsted, customers of our Sports Centres and Adult Learning centres, other schools and other Trusts, as well as the general public. However, the priority visitors are current and prospective parents, who should be the main focus of consideration.

As part of Anglian Learning's drive to improve communications and partnerships with parents and other stakeholders, it has been identified that a number of the existing academy websites are in need of substantial redesign.

The current academy websites are at different stages of age, usability, modernisation and are expensive to maintain. The ability for some schools to add and edit content on the present platforms is unduly complex, perhaps due to the age of some of the Content Management Systems. They also present challenges in terms of interaction with the Anglian Learning website, such as the shared publishing of job vacancies, news items and the like. Some do not reflect membership of the Trust in the way desired.

It is for these reasons that we bring this opportunity to the market as a group, with the aim to achieve economies of scale through common hosting, maintenance package and monitoring services, as well as an element of shared design which reflects the academies' membership of Anglian Learning whilst also promoting their identity and individuality.

Following a directive from the CEO, an Initial Design Group was established in the Autumn of 2019 with the remit of establishing a common direction of design for our Trust's websites. This document brings these reflections together as a specification, which your agency is invited to respond to.

## Scope and Specification

### Project Approach

Anglian Learning (the Trust) understands and respects that website design agencies have variance in the approach taken to projects. Responses should include an outline of the agency's chosen methodology, which should include the presentation of a Creative Brief to the Trust and detailed workshops with its representatives ahead of design and implementation to discuss the project.

Prior to the development build it is expected that there will be a process of design specification by the supplier which will result in documentation to be approved by the Trust and to ensure that the website has been built as expected when handed over for User Acceptance Testing (UAT).

During the development build of the website, frequent updates on progress and monitoring of the project timeline ahead of UAT is an expectation.

It is expected that developer testing of the website is completed on all devices and web browsers before the supplier confirms that UAT testing is to begin, ensuring a reduction of the number of bugs found during UAT.

It is expected that the Trust is informed of any functionality that is not compatible with mobile devices and that the differences in functionality between a PC / laptop and mobile device are clearly communicated.

### Current Websites and Domains

The academy websites that are to be included in scope for redesign are as follows.

| Academy                             | Current Domain  | New domain  |
|-------------------------------------|---|---|
| Bottisham Community Primary School  | <a href="http://www.bottisham.cambs.sch.uk">http://www.bottisham.cambs.sch.uk</a>             | bottishamprimary.org<br>bottisham.cambs.sch.uk as CNAME                   |
| Fen Ditton Community Primary School | <a href="http://www.fenditton.cambs.sch.uk">http://www.fenditton.cambs.sch.uk</a>             | fendittonprimary.org<br>fenditton.cambs.sch.uk as CNAME                   |
| Stapleford Community Primary School | <a href="https://www.staplefordprimaryschool.org">https://www.staplefordprimaryschool.org</a> | staplefordprimaryschool.org (no change)<br>staplefordprimary.org as CNAME |
| Howard Community Primary School     | <a href="https://www.howardprimaryschool.co.uk">https://www.howardprimaryschool.co.uk</a>     | Howardprimary.org (registered)<br>Howardprimaryschool.co.uk as CNAME      |
| Bottisham Village College           | <a href="https://www.bottishamvc.org">https://www.bottishamvc.org</a>                         | bottishamvc.org (no change)   |
| The Netherhall School               | <a href="https://www.netherhall.org">https://www.netherhall.org</a>                           | netherhall.org (no change)  |
| Sawston Village College             | <a href="https://www.sawstonvc.org">https://www.sawstonvc.org</a>                             | Sawstonvc.org (no change)   |
| The Marleigh Primary School         | No current website (new school);  | marleighprimary.org (registered)  |

The website of Bottisham Village College will incorporate an integrated presence for the schools' Adult Learning enterprise and require specific features detailed in the Special Features section of this document. Sawston Village College will require a separate Adult Learning website to be developed as part of this project, or as part of a later phase, featuring the same detail described on Page 8 of this document. The existing sawstonadulted.org domain will be used for this.

In addition to these, three websites for our three Sports Centres are to be included in this project. As indicated below, two of these are currently subsumed into the academy websites and the third based on a separate domain. The intention is to build three new websites using the same template, to be branded to the individual centres, in the same way as the academy websites. The domains bottishamsports.com and netherhallsports.com are already owned by the Trust, as well as the existing sawstonsports.com.

| <b>Centre</b>            | <b>Current Domain</b>   |
|--------------------------|---|
| Bottisham Sports Centre  | <a href="https://www.bottishamvc.org/sportscentre">https://www.bottishamvc.org/sportscentre</a> |
| Netherhall Sports Centre | <a href="https://www.netherhall.org/sportscentre">https://www.netherhall.org/sportscentre</a>   |
| Sawston Sports Centre    | <a href="https://www.sawstonsports.com">https://www.sawstonsports.com</a>                       |

Furthermore, a fifth primary school site is to be developed as part of this project, from the same template, for a new school being built to open in September 2021 called the Marleigh Primary School. This will have the same sections as the other primary sites, but since certain content will be lacking (and different content required) in the short term, during the period of construction, some elements of the menu structures will need to have the ability to be hidden.

Anglian Learning has direct DNS management over all domains in scope and can react swiftly to any needs of the successful agency, including setting up staging subdomains and eventual switch-over to the new production website.

## **Design Objectives and Principles**

The Trust wishes to showcase and highlight our academies' academic strengths, but also the importance of the Arts, sport and multicultural activities, which are key to Anglian Learning's commitment to offer a broad and balanced curriculum and come through strongly in the daily activities of the schools.

All of Anglian Learning's academies are unique and play an enormous role in the local communities which they serve. A professional, friendly and welcoming design is needed, which promotes visitor engagement to help them access all necessary webpage-based information, downloads and forms.

There must be a coherent common design which enables ease of access to content with the branding and activity of the academies being prominent, through clearly defined aims and values; school logos; school colours; and the role of the Headteacher as school leader, as well as clear presence of the wider organisation. For reference, the Anglian Learning website is [anglianlearning.org](http://anglianlearning.org).

A great deal of content needs to be shared in as concise and clear fashion as possible, ensuring sound structure and organisation. This is particularly true of the academy websites, which amount to several hundreds of pages in content terms.

The aim is to promote positive, simple engagement, without being considered 'too flashy'. Imagery should be prominent and dominant over text content and displayed in a creative and engaging fashion. Too many 'boxes' should be avoided in the design, although it is recognised that methods of content separation would need to be in place. Excessive scrolling of pages is also to be avoided as much as possible.

The school identity is to be prominent throughout the website and a visitor should not need to look too far to see each academy's ethos and values.

The Sports Centres play a key role in the school communities, providing facilities for the pupils, but also as a profit-making enterprise. Critical information such as opening times, entry prices, promotions and special offers and details about membership should be prominent with close integration of social media presences and with particular attention given to Search Engine Optimisation techniques.

The navigation should flow, be rationale and avoid excessive submenus. Extensive analysis has already been performed on the current websites, with a revised first and second layer structure defined and shared in Appendix I.

Understanding that economies can be found in establishing a common set of templates, a number of example layouts have been agreed upon by the Initial Design Group, which can be found in Appendix II. These should only be treated as examples, as Anglian Learning expressly requires the successful agency to bring their own creativity to the project, but it is felt important to provide a flavour of the kinds of existing websites the academies like. Suggestion around methods to improve efficiencies through the use of automation techniques would be particularly welcome.

As a growing Trust, the importance of scalability in the approach taken to implementing the individual websites is key. It is very likely that additional invocations of the design will need to be implemented within the next 24 months, potentially sooner.

### **Main Menu Structure and Navigation**

An attractive, contemporary and accessible menu system should be implemented, which will be common between the full portfolio of websites, both Academies and Sports Centres, as will the Header, Footer and the presence of a Feature (or Hero) image. The Anglian Learning logo should be within the header in the top right-hand corner of every site.

The full range of navigational aids should be considered, including but not limited to the use of breadcrumb trails, colour coding, sticky navigation and expandable menus.

The quality of the user journey is incredibly important to the Trust. Much time has already been put into the consideration of this element of the site's structure, due to the commitment to ensuring the most logical and speedy route to information is supplied. These will be common between each academy website, although sub-menu structure will vary, as illustrated in Appendix I.

The Initial Design Group has agreed upon the following Main Menu headings for the academy websites:

|                    |   |
|--------------------|---|
| <b>About Us</b>    | A description of who the academy are.   |
| <b>Curriculum</b>  | The opportunity to showcase the academic and extra-curricular activities of the academy.  |
| <b>Parents</b>     | This will contain vision and statement items, such as Academy Support, Behaviour, Homework etc.   |
| <b>Information</b> | This menu item will include a (Pupils) suffix for primary schools, but not secondary schools and will contain factual detail, such as Admissions, Policies etc. and for the primary schools, Class Information. |
| <b>Vacancies</b>   | Information about job vacancies at the academy, but also the 'Log an Interest' form detailed in the Special Features section of this document and promotion of the Trust's Teaching School.                     |
| <b>Contact</b>     | Address details, telephone number, suitably obfuscated email address and map locating the academy.  |

Previously considered, it has been agreed that there is no need for a main menu item entitled News and Events, as this content will be linked to from the main homepage.

Where Bottisham Village College incorporates the Adult Learning section, this should have a degree of prominence on the academy's homepage, although not as a Main Menu heading as noted by its absence above. Instead, some form of additional, prominent link should be employed, as it should be in the case of Sawston Village College Adult Education.

Internal Adult Learning navigation should have its own About Us, Courses and How to Book submenu items and link to the academy's Vacancies page.

Example layouts and the intended first and second Menu Structure of the Adult Learning/Education websites are detailed in Appendix III. In addition, a layout option that includes a given Twitter handle's tweets on the side will be required. Other social media can be linked to externally, but no doors should be closed in respect to further integration with new and emerging social media platforms that may wish to be utilised in the future.

Whilst not within a Main Menu heading of the respective Academy website, a prominent link should be included on these to the Sports Centre by the same name, in a similar way to that discussed in the context of Adult Learning/Education.

The Main Menu Headings for the Sports Centre websites should be Home, Fitness, Swimming, Facilities, Activities, Parties, Membership and Contact. The Swimming tab should be omitted on the Netherhall version of the website. The intended first and second layer Menu Structure for the Sports Centres can be found in Appendix IV.

Example layouts and the intended Menu Structure of the Sports Centre websites are detailed in Appendix IV.

Imagery is to be prominent throughout the sites. Examples of the type of design that reflect this aim are listed on Page 11. It is important that the CMS is built to enable academy staff to upload images / films themselves, including any scrolling images / special features of imagery.

## Special Features

The following apply to all websites in the portfolio unless specified.

Many of the academies have very strong **social media** followings and with parent feedback noting that a visit to the website is often subsequent to viewing the social media presence, it is important that social media integration is built in. Main platforms include Twitter, Instagram and Facebook.

A **calendar** feature should be accounted for, which draws its information ultimately from a calendar within Office 365. However, the raw data will be provided by the Trust via FTP to CSV file or directly into a SQL database on a schedule, if preferred by the agency. This ensures that double entry of this key detail is avoided, as well as all views of the information being as contemporary as possible. It may be the choice of the agency to implement a third party class such as fullcalendar.io to display

this information in a familiar calendar format to the user, but this will be a matter for the agency's designers.

A **Vacancies** section should be included which delivers two-fold. Firstly, the advertising of live job vacancies, which will be input through a standard form to include attachments on the back end. These will be managed by each academy, but a mechanism should be in place to replicate/copy job vacancies advertised to the central Trust website too (<https://www.anglianlearning.org>), also built on Wordpress. It is understood that this will involve working with the incumbent supplier to ensure this functionality. It could be felt by the agency that a single, centralised interface would be appropriate to implement that sits outside of the website instance, perhaps on the Trust's own intranet, with a data link to the relevant websites that reflect a central database. This is an area where detailed discussion can be had. The second area of this section is the ability for a prospective member of staff to submit their CV for future consideration, where they do not apply for a specific post, but simply showing their interest in working for the academy/Trust in the future, by way of a form.

The sharing of **News** and promoting of and reporting on **Events** that take place in the academies is very important. Doing so should be possible by either a Tweet or a blog-style entry for more comprehensive articles.

**Galleries** should feature amongst the page layouts options, where creative, engaging and perhaps even innovative approaches to image layouts are showcased.

The presence of an **interactive map**, perhaps supplied by Google's service would be desirable, to simply locate the site in the context of the nearest city.

**Contact Forms** should be supported and will be used on the Vacancies, Adult Learning and Contact pages.

A **directory of the academy's staff** should be present, with the data fed by CSV in a similar way to the calendar functionality illustrated above. There is a desire to **exclude** all email addresses from the websites, including shared ones, instead with a preference for the use of contact forms.

The ability for the websites to include rich media in the form of **interactive PDF viewing techniques** should be included, such as that offered by the website [issuu.com](http://issuu.com)

*The following items pertain to the Sports Centre websites.*

There is a desire to enable users of the Sports Centres to book the hiring of their facilities through the new website. These include gyms, 3G Pitches, halls and swimming pools. Two management systems exist at the present time, namely Legend (Bottisham Village College) and Gladstone (Sawston Village College), which will remain in place. Integration with the existing booking facilities to share with website visitors the availability of the spaces. The facilities located at all Sports Centre sites should be cross promoted on all Sports Centre websites.

Promotions and Special Offers are often published via Facebook. These include the incentive of a reward being offered to, for example, the first fifty customers who 'Like' and 'Share' the page. Functionality of capturing this within the new website is sought.

The functionality to display static PDF and image vouchers will be required, as well as the potential integration of promotional codes from internal sources as well as external promotional organisations.

*The following items pertain to the Adult Learning / Education websites / pages.*

The courses available within Adult Learning will represent its own layout. This should appear as a grid, showing the categories of course (e.g. Arts and Crafts, Cookery, Health , Languages etc.) and featuring a topical image (supplied by the Trust). The Trust should be able to add further categories within the CMS. These should then link through to a page containing the category's courses, which also shows testimonials and course promotions down the side. The courses (also to feature more specific photographs, again to be supplied by the Trust), along with their dates/times/prices then link to a third tier of page, giving further course details, including syllabus specification.

At present, payment is processed by a third party via a link within the courses navigation structure. The registration process is also undertaken at this supplier's website. There is desire to investigate the options around utilising API facilities offered by merchants to implement this e-commerce functionality within the academy website itself, as well as the registration process. Therefore, a proposal for both options should be included and itemised in responses.

## Example Websites

Members of the Initial Design Group reviewed many live websites as part of their mission to establish direction for the project. The following are some reflections that seemed to have common consensus.

Thurston College <http://www.thurstoncollege.org.uk/>

- Range of structure of the webpages is different and a good feature.
- Throughout the site there is a good visual presence with fewer 'boxes'.
- The quick link to news and social media is a good tool.
- There is too much scrolling on a desktop.

The Bishop's Stortford High School: <http://www.tbshs.org/>

- Simpler design – no scrolling.
- Feature photograph is too large.
- Submenu functionality on the side of each webpage is a useful navigation tool.

Fordham Primary School: <https://www.fordhamprimary.co.uk/>

- A modern clean design with easy to find content and not too dissimilar to the current school websites.

Hawksworth CE (VA) Primary School: <https://www.hawksworthceprimary.org/>

- The drone video is impressive on the homepage
- Scroll down to shortcuts of other pages with images in the background displays well and is a good functionality.
- Menu link on the left works well.
- Concern that the photograph hides the menus at the bottom and it was not clear how navigation works, or that you cannot see the bottom of the webpage.

Meols Cop High School: <https://www.meolscophighschool.co.uk/>

- Another website with large feature scrolling photographs.
- Search functionality is prominent.
- Easy to use fillable form on the contact page with map.

Queen Elizabeth's School: <https://www.qebarnet.co.uk/>

- Well-presented website, with good professional photographs.
- Grid style photograph / text displays well on the homepage.
- Visual PDF displays well and is easier to read.

## **Content Management System**

Anglian Learning has a preference to implement Wordpress. This is due to existing skill sets amongst Trust staff and with the solution boasting to host a third of the worlds websites along with the strong community of developers writing for the platform, it seems the obvious choice. That said, if the agency wishes to put a case forward for Anglian Learning to adopt one of the alternatives, it can be discussed.

Granular, tiered access should be implemented, such that individual staff may be granted permission to maintain certain pages or sets of pages within the website. Examples could be a curriculum Head of Department, who may be granted access to edit pages pertaining to their area of responsibility.

## **Hosting**

The setup and on-going provision of a UK-based enterprise-class hosting package should be included in responses and itemised as a separate cost, for clarity. Shared hosting between the websites within this project's scope would be absolutely acceptable and encouraged, from a cost perspective. However, if the agency would plan to place the project's websites on a hosting platform shared with websites outside of this scope, clarity as to the number and nature of these websites would be necessary, as well as tangible reassurance around any performance impact.

It is of interest to the Trust to understand the position of the agency in respect to the Trust's use of alternative hosting, should this be preferred, on the clear understanding that the agency would have full access to this, including SSH/RDP, SQL and FTP and not be responsible for the maintenance or stability of this platform, should this option be pursued.

In the likely event that the agency provides the hosting platform, Anglian Learning would expect to be granted SQL, SSH/RDP and FTP access, as well as Administrator level access to the CMS. This would be on the understanding that it would not be used with any regularity, would be used through coordination with the agency and only undertaken by personnel with the appropriate level of skill and experience.

Whilst video footage, high quality images and PDF files would be amongst the media expecting to be stored alongside any database associated with the Content Management System, it is not anticipated that the total storage requirement would exceed 50Gb across the project. However, flexibility should be ensured in order for Anglian Learning to know that the package can be flexed according to need, should this change.

## **Performance and Search Engine Optimisation**

The full content of all pages constituting the websites should load in a time period not exceeding 2 seconds from a standard home internet connection with a downstream connection speed of at least 8Mbps.

Included in responses should be a basic level of SEO work, to be undertaken as part of this project. It is expected that any changes to the website content would be reflected in a timely and automated manner on all major search engines, defined as being Google, first and foremost, but also Bing, Yahoo, DuckDuckGo and Ask.com.

The implementation of Google Analytics should also be included, in order for the Trust to maintain an understanding of its websites' visitors, learn from this and react according to need. Anglian Learning are keen to be led on the exact nature and depth of SEO work by the agency.

## **Compatibility and Compliance**

Adherence to W3C standards will be expected, as well as compliance with those laid out in the Disability Discrimination Act 1995. The Trust would assume responsibility for adherence to requirements defined by OFSTED and the Department for Education.

Accessibility is important to the Trust and an indication from the agency as to the methodology by which websites are appraised from this perspective would be valued. This may include specifying the WAVE tool used by the agency to ensure that a reasonable degree of accessibility is in place for website viewers with specific needs.

All standard expectations as developed through the General Data Protection Regulation should be included, such as notifications are the use of cookies and other matters relating to the storage and retention of data.

Anglian Learning recognises that over 50% of website traffic worldwide is now via a mobile handset. With this in mind, adopting a mobile-first responsive design strategy will be required. Seamless compatibility with the five most frequently used browsers on both desktop and mobile devices, namely Firefox, Google Chrome, Microsoft Edge, Safari and Opera will be required.

## **Post-Development Expectations**

### **User Acceptance Testing**

On design completion and internal beta testing of the build by the successful agency, a UAT or staging facility should be provided to the Trust for representatives from the individual schools to test each website's functionality against the agreed design document and then supply feedback on this to the agency, via a tool which should be provided by or agreed with the agency and an appropriate level of guidance and training provided to the individuals using this facility.

### **Training**

Initial training of CMS operators should be included in responses. A tariff should be provided in responses, detailing how many contact or remote sessions are included and the unit cost of additional sessions, should they be required. The Trust will be able to accommodate all sessions in its schools, including the provision of computer equipment.

### **Documentation**

A reasonable quality of documentation should be provided to the Trust by the agency that should enable a computer-literate operator to undertake the regular and less regular operations expected by a CMS user, including but not limited to management of the Special Features discussed in this document.

### **Support and Maintenance**

An initial period of three months' cover for post-launch snagging should be included in responses. Thereafter, a single Support and Maintenance Package would come into force and be subscribed to for the full portfolio of websites, although the websites themselves would be under the ownership of the Trust at the point of launch. The Trust would review this package annually and renew at its discretion.

A clearly detailed example of a Support and Maintenance Package, underpinned by a Service Level Agreement should be provided in responses. This should cover a guarantee around service monitoring and availability and timely CMS security patch management.

The Trust recognises that websites operate around the clock, but also understand that a 24/7 service may come at significant cost. Therefore, as a minimum, responses to outages will be expected during the working hours of 08:00 to 17:00 Monday to Friday, all year round. The Sports Centre websites should have extended support to cover evenings and weekends.

The Trust understands that post-launch developments, which fall outside of the agreed design brief will attract further fees. An understanding of this tariff and any pre-pay packages should be included in responses.

## **Additional services**

### **Photography**

Anglian Learning recognises that the quality of images is very important to image and perception, as well as user engagement in a website. Some of the schools have good quality images existing in libraries and existing relationships with professional and good level amateur photographers. However, it would be useful to know if the agency is able to offer this service and the associated tariff.

### **Videography**

Similarly, several schools have existing, recent videos that have been produced and would intend to reuse, but if videography production is a service the agency can offer, an understanding of the nature of this service and its associated tariff could lead to take up by some member schools.

### **Drone Footage**

Likewise, if drone piloting and photography / videography can be supplied, please provide details.

### **Copywriting**

It is anticipated that the population of the websites will be undertaken by the Trust's schools. However, the agency is invited to provide details of any copywriting service offered.

## Budget

Anglian Learning recognises that quality comes at a price. By taking the approach described in this document, where a single template is developed, with the full set of features and then customised to local requirements in the ways indicated, it is intended that each secondary academy website (3) would cost in the region of £10,000, with a lower cost associated with the primary sites (5) and recognition that the websites associated with the Sports Centres (3) and Adult Learning enterprise (1 integrated, 1 separate) will be subject to more refined discussions around the functionality required. Further primary and secondary Academy websites are likely to be developed from the same templates in the future.

Anglian Learning would value as much itemisation as possible in respect to the cost associated with the functionality described in this document in order to make informed choices.

## Case Studies

As part of a response, agencies are invited to share the details of past projects with the Trust, including live URLs. Relevance to the primary and secondary education context would be particularly valued, as would the contact details of willing past customers of these projects.

## Timeline: Pre-Award

Once invitations to tender have been distributed, the following timeline will be triggered.

| Date                              | Activity   |
|-----------------------------------|--|
| <b>Wednesday 12th February</b>    | Tender specification is published to design agencies, when 2.5 weeks will be provided to build responses before the closing date.  |
| <b>Monday 2nd March</b>           | Responses will be due for arrival at Anglian Learning by 16:00 on this day, when short-listing will then take place.   |
| <b>Friday 6th March</b>           | All design agencies who submitted a tender response will be notified of the short-listing outcomes by 16:00 on this day.   |
| <b>Week commencing 16th March</b> | Successfully short-listed design agencies will be invited to one of Anglian Learning's schools to provide a short presentation on the approach they would take to the project. |
| <b>Friday 20th March</b>          | All short-listed design agencies will be notified of the final outcome by 16:00 on this day.   |

## Timeline: Post-Award

Following the successful agency being awarded the contract, the project timeline is intended to run as follows. However, the Trust recognises that this is ambitious and will be guided by the practicalities raised by the successful agency as part of their response. There is also recognition that a timeline can only be achieved with the concurrent activity at the agency and appropriate resource allocation by the Trust and its academies. Different dates for Go-Live should be possible, as the academy websites are not dependent on each other, although in the case of Bottisham VC and Netherhall, the associated Sports Centre websites are linked, due to current integration. Primary websites are to go live in the Summer Term, with Bottisham VC and Sawston VC required for September, along, ideally, with Netherhall, although this is more flexible.

| Phase / Date   | Primary Activity   | Concurrent activity  |  |
|--|--|--|--|
|  |  | By Agency  | By Academy   |
| <b>Development cycle</b><br>11 weeks<br><br>Monday 6th April to Friday 19th June<br><br>School Easter Holidays take place between 06/03/20 and 17/04/20 inclusive. | Project Planning, including Creative Workshops<br><br>Design Concepts by agency of the three primary sites in parallel.<br><br>Then, three secondary and associated sites in parallel.<br><br>Sports Centre sites to be developed.<br><br>Internal agency testing on a range of devices and browsers.<br><br>Third party considerations. | Development of three primary sites in parallel.<br><br>Training for academy webmasters for testing | Creation of content including identification of photographs / films. |
|  |  | Bug fixing and retesting<br><br>Training primary academy webmasters for post Go Live               | Content Upload and User Acceptance Testing for Primary websites      |
| 4 term-time weeks<br>Monday 22nd June to Friday 28th August.   | Input of content by secondary academies.<br><br>Academy testing on a range of devices and browsers.<br><br>Quality Assurance of third party links by academy.  | Bug fixing and retesting<br><br>Training secondary academy webmasters for post Go Live             | Content Upload and User Acceptance Testing for remaining websites    |
| <b>Go Live</b><br>September 2020   | Promotion of website to live.  | Review of website in live<br><br>Bug fixing and retesting  | Review of website in live  |

## Tender Criteria and Delivery

Once the Trust has evaluated the tenders, it will require shortlisted tenderers to present their tender to a panel before final selection is made. The criteria for selection will be as follows.

| Criterion   | Weighting  |
|---|------------|
| <p><b>Cost</b></p> <p>The overall cost of the solution, including out-turn premiums, fees and discounts, taking due account of variations in covers offered by providers. Elements of the project should be itemised as far as possible, including the Special Features (with anticipated hours of development), support, maintenance and hosting, as well as the Additional Services. Adult Learning and the Sports Centre E-Commerce options are to be separately itemised. A clear understanding of how the joint project approach will impact on costs per website, as compared to doing each in isolation will also be required.</p> | <b>55%</b> |
| <p><b>Compliance</b></p> <p>The degree of compliance with the objectives of the tender, how the design will be visually compelling, and other aspects of the specification, including the capacity of the agency to adhere to the project timeline. <b>Please outline in no more than 4 sides of A4 how you would ensure to provide a solution which meets the requirements of the tender.</b></p>  | <b>25%</b> |
| <p><b>Innovation, Strength of Portfolio and Relevant Experience</b></p> <p>The relevance of an existing portfolio to education will be considered, as well as the overall strength of experience amongst case studies.</p>  | <b>10%</b> |
| <p><b>Communication and Administration</b></p> <p>The agency's ability to communicate effectively with the Trust throughout the tender process, used as a measure of forecast experience during the development and subsequent phases.</p>  | <b>5%</b>  |
| <p><b>Security and Financial Stability</b></p> <p>The trading history will be considered, along with the agency's latest accounts, a copy of which should be included in the response, along with an indication of the auditor, or if not audited, the name of who prepared them.</p>   | <b>5%</b>  |

All tender responses must be delivered to the address detailed in the Key Contacts section below by 16:00 GMT on Monday 2nd March 2020 or via email to [tenders@anglianlearning.org](mailto:tenders@anglianlearning.org). An initial receipt will be issued electronically to an email address to be specified by suppliers.

### Key Contacts

Richard Mayer  
 Director of ICT  
 c/o Sarah Golding  
 Trust Marketing Manager and PA to the Executive Trust Leadership Team  
 +44 (0) 1223 340340  
[sgolding@anglianlearning.org](mailto:sgolding@anglianlearning.org)  
 Bottisham Village College, Lode Road, Bottisham, Cambridgeshire, CB25 9DL

## Bottisham Community Primary School Submenu Structure

Main menu

Sub menu links *moved*

Content

Items to be removed

|    | Home  | About Us<br>(Our School)                 | Curriculum   | Parents  | Information<br>(Pupils) | News and Events           | Contact          |
|----|---|--|--|--|-------------------------|---------------------------|------------------|
| 1  |   | Visions & Values                         | Curriculum Aims and Statement                                      | The School Day and Term Dates                  | Acorns Nursery Class    | Nov-19                    |                  |
| 2  |   | Meet the Staff                           | Long Term Plan   | More dates for your diary                      | Oak Reception Class     | Oct-19                    |                  |
| 3  |   | Gallery [moved from main menu]           | Assessment   | Letters  | Ash Rec-Year 1 Class    | Sep-19                    |                  |
| 4  |   | Attitudes to learning                    | English  | Absence Request Form                           | Beech Year 1-2 Class    | Jul-19                    |                  |
| 5  |   | GDPR                                     | Mathematics  | Parent Guides                                  | Pine Year 1-2 Class     | Jun-19                    |                  |
| 6  |   | Anglian Learning Trust                   | Early Years Foundation Stage                                       | School Payment                                 | Birch Year 3-4 Class    | May-19                    |                  |
| 7  |   | Safeguarding                             | Spiritual, Moral, Social and Cultural Development & British Values | Jargon Buster                                  | Cedar Year 3-4 Class    | Apr-19                    |                  |
| 8  |   | Comments about our school                | Residential Trips  | Lunches  | Elm Year 3-4 Class      | Mar-19                    |                  |
| 9  |   | Prospectus                               | Phonics  | Advice Lines - Child Protection and Well Being | Sycamore Year 5-6 Class | etc                       |                  |
| 10 |   | Ofsted Information                       | Physical Education   | Anti bullying advice                           | Willow Year 5-6 Class   |                           |                  |
| 11 |   | Anglian Gateway Teaching Alliance        | Extra-curricular   | E-Safety                                       | Maple Year 6-5 Class    |                           |                  |
| 12 |   | Governors                                |  | Prevent Duty                                   | Eco Council             |                           |                  |
| 13 |   | Admissions                               |  | Useful Links                                   | The Book Review Team    |                           |                  |
| 14 |   | Performance Tables                       |  | Parent View                                    | School Council          |                           |                  |
| 15 |   | Pupil Premium Funding                    |  | PTA  |                         |                           |                  |
| 16 |   | Special Educational Needs & Disabilities |  |  |                         |                           |                  |
| 17 |   | Where to find help if you have a concern |  |  |                         |                           |                  |
| 18 |   | <b>After School Club</b>                 |  |  |                         |                           |                  |
| 19 |   | <b>Policies</b>                          |  |  |                         |                           |                  |
| 20 |   | <b>School Uniform</b>                    |  |  |                         |                           |                  |
| 21 | Logo  | Vision statement                         | Curriculum Aims Statement  | School Day                                     | Links to class pages    | Defaults to current month | Address          |
| 22 | Welcome blurb   |  |  | Diary Dates                                    |                         |                           | Telephone number |
| 23 | Scrolling photos<br>(desperately needs updating - many chn have now left)         |  |  |  |                         |                           | Google map       |
| 24 | Links:<br>Comments about our school<br>Cause for concern<br>Attitudes to learning |  |  |  |                         |                           | Email            |
| 25 | Social feed   |  |  |  |                         |                           | Email form       |
| 26 | (Latest) News feed  |  |  |  |                         |                           |                  |
| 27 | Calendar  |  |  |  |                         |                           |                  |
| 28 |   |  |  |  |                         |                           |                  |
| 29 |   |  |  |  |                         |                           |                  |
| 30 | Link to Curriculum aims   |  |  |  |                         |                           |                  |

**Bottisham Village College Submenu Structure**

| <b>Existing Tab structure</b> | <b>sub-headings</b>                  |
|-------------------------------|--------------------------------------|
| <b>Home</b>                   | twitter feed                         |
|                               | news feed                            |
| <b>Contact Us</b>             | contact details including google map |
| <b>News &amp; calendar</b>    | news listing                         |
|                               | Calendar                             |
|                               | newsletter                           |
|                               | Term dates                           |
| <b>Curriculum</b>             | Curriculum overview                  |
|                               | Careers                              |
|                               | Knowledge Organisers                 |
|                               | The curriculum at BVC                |
| <b>College Life</b>           | Image gallery                        |
|                               | Extra- curricular activities         |
|                               | Student leadership Team              |
|                               | Pastoral care                        |
|                               | Year 7                               |
|                               | Year 8                               |
|                               | Year 9                               |
|                               | Year 10                              |
|                               | Year 11                              |
|                               | The library                          |
|                               | Year 11 exams                        |
| <b>Parent Information</b>     | Parent Information                   |
|                               | uniform & equipment                  |
|                               | Attendance                           |
|                               | Catering                             |

|                            |   |
|----------------------------|---|
|                            | <b>E-safety guidance</b>                                      |
|                            | <b>Extended learning, Assessment, reporting &amp; rewards</b> |
|                            | <b>School Transport</b>                                       |
|                            | <b>Safeguarding</b>   |
|                            | <b>Anti-Bullying info</b>                                     |
|                            | <b>Adverse weather</b>  |
|                            | <b>Term dates</b>   |
|                            | <b>Times of the school day</b>                                |
|                            | <b>welcome</b>  |
| <b>College Information</b> | <b>welcome</b>  |
|                            | <b>ethos &amp; cultural values</b>                            |
|                            | <b>Teaching at Bottisham - Make a difference with us</b>      |
|                            | <b>Current vacancies</b>                                      |
|                            | <b>staff contact details</b>                                  |
|                            | <b>Project 80</b>   |
|                            | <b>Achievement. PP &amp; Ofsted</b>                           |
|                            | <b>Admissions</b>   |
|                            | <b>Policies</b>   |
|                            | <b>Governance</b>   |
|                            | <b>SEND, Inclusion &amp; pastoral Support</b>                 |
|                            | <b>Research &amp; CPD</b>                                     |
|                            | <b>Alumni</b>   |
|                            | <b>AGTSA</b>  |
|                            | <b>Payments</b>   |
|                            | <b>Friends of BVC</b>   |
|                            | <b>Community</b>  |
|                            | <b>History of the college</b>                                 |

|                                      |   |
|--------------------------------------|---|
|                                      | <b>Data Protection</b>                        |
| <b>Mental health &amp; wellbeing</b> | <b>Mental health &amp; wellbeing overview</b> |
|                                      | <b>Parents</b>                                |
|                                      | <b>Students</b>                               |

How things look currently and then, how they should be applied to the below.

|    | Home                            | About Us   | Curriculum   | Parents                              | Information   | News and Events | Contact                              |
|----|---------------------------------|--|--|--------------------------------------|---|-----------------|--------------------------------------|
| 1  | twitter feed                    | welcome  | Curriculum overview with links to each faculty     | Parent Information                   | Achievement. PP & Ofsted  | news listing    | contact details including google map |
| 2  | news feed                       | ethos & cultural values  | Knowledge Organisers                               | Calendar                             | Admissions  | newsletter      |                                      |
| 3  | links to instagram & facebook ? | Teaching at Bottisham - Make a difference with us  | Careers  | staff contact details                | Mental health & wellbeing overview with sub headings parents & students | image gallery   |                                      |
| 4  |                                 | Current vacancies  | Extended learning, Assessment, reporting & rewards | Term dates                           | Payments  |                 |                                      |
| 5  |                                 | College life - including sub headings for each year group, extra-curricular activities, SLT, House system, Library | SEND, Inclusion & pastoral Support +Pastoral Care  | uniform & equipment                  | Community   |                 |                                      |
| 6  |                                 | Prospectus   |  | Attendance + times of the school day | Research & CPD  |                 |                                      |
| 7  |                                 | Alumni   |  | Catering                             | AGTSA   |                 |                                      |
| 8  |                                 | History of the college   |  | School Transport                     | Friends of BVC  |                 |                                      |
| 9  |                                 | Governance   |  | E-safety guidance                    | Data Protection   |                 |                                      |
| 10 |                                 | Policies   |  | Safeguarding                         |   |                 |                                      |
| 11 |                                 |  |  | Anti-Bullying info                   |   |                 |                                      |
| 12 |                                 |  |  | Adverse weather                      |   |                 |                                      |
| 13 |                                 |  |  | Year 11 exams                        |   |                 |                                      |
| 14 |                                 |  |  | Post 16 information                  |   |                 |                                      |
| 15 |                                 |  |  | Year 10 work experience              |   |                 |                                      |
| 16 |                                 |  |  | Year 9 options                       |   |                 |                                      |
| 17 |                                 |  |  | Mock exams                           |   |                 |                                      |

## Fen Ditton Community Primary School Submenu Structure

|    | Home | About Us<br>[Our School]   | Curriculum | Parents<br>[For Parents]                        | Information<br>[we don't have this we have 'For Pupils'] | News and Events<br>[we don't have this we have 'Latest Events'] | Contact [US] |
|----|------|--|------------|---|--|---|--------------|
| 1  |      | Our Values   |            | What we need from you                           | The Reading Challenge                                    |   |              |
| 2  |      | Staff  |            | Term Dates                                      | House Points   |   |              |
| 3  |      | Governing Body*  |            | Calendar  | Podcasts   |   |              |
| 4  |      | OFSTED   |            | The School Day                                  |  |   |              |
| 5  |      | Our Performance  |            | Breakfast and After School Clubs                |  |   |              |
| 6  |      | Curriculum   |            | School Office, Forms and payment                |  |   |              |
| 7  |      | Pupil Premium  |            | Lunch Menu                                      |  |   |              |
| 8  |      | SEND   |            | PTFA  |  |   |              |
| 9  |      | PE and Sport Funding   |            | Newsletters                                     |  |   |              |
| 10 |      | Class Structure  |            | Parent Views                                    |  |   |              |
| 11 |      | School Policies  |            | Parent Forum                                    |  |   |              |
| 12 |      | Our Partners   |            | e-safety  |  |   |              |
| 13 |      | Life at Fen Ditton   |            | Uniform   |  |   |              |
| 14 |      | Tournaments  |            | Adverse Weather Procedure                       |  |   |              |
| 15 |      | Graffham Residential Trip 2019   |            | Admission to primary school a guide for parents |  |   |              |
| 16 |      | Gallery Archive 2018-2019  |            | Music at Fen Ditton                             |  |   |              |
| 17 |      |  |            |   |  |   |              |
| 18 |      | *Sub-menu<br>Serving Governors<br>Full Governing Body<br>Minutes of Meetings |            |   |  |   |              |
| 52 |      |  |            |   |  |   |              |



FEN DITTON PRIMARY SCHOOL



HOME    OUR SCHOOL    FOR PARENTS    CLASSES    FOR PUPILS    CONTACT US  
LATEST EVENTS    JOB VACANCIES    GALLERY    CURRICULUM 2019

Current home page shown.

I am showing our current structure but would very much like to re-arrange our content into the tabs provided above but this will take a bit of thought and time and perhaps renaming of sub-menus to make it more user-friendly as I do not think our current website is particularly well organised at present.

## Howard Community Primary School Submenu Structure

|    | Home | About Us                                 | Curriculum | Parents                          | Information (Pupils) | News and Events | Contact       |
|----|------|--|------------|----------------------------------|----------------------|-----------------|---------------|
| 1  |      | Vision and Values                        | Curriculum | Term Dates                       | Class Pages          | Latest News     | Fillable Form |
| 2  |      | Anglian Learning                         |            | The School Day                   | Kids Zone            | Calendar        | Map           |
| 3  |      | Meet the Staff                           |            | Uniform                          |                      | Newsletters     |               |
| 4  |      | Local Governing Body                     |            | The School Day                   |                      |                 |               |
| 5  |      | OFSTED                                   |            | Late / Absence Procedures        |                      |                 |               |
| 6  |      | Our Performance                          |            | School Office, Forms and payment |                      |                 |               |
| 7  |      | British Values                           |            | Lunch Menu                       |                      |                 |               |
| 8  |      | Prospectus                               |            | School Clubs                     |                      |                 |               |
| 9  |      | Pupil Premium                            |            | Useful Links                     |                      |                 |               |
| 10 |      | PE and Sport Premium                     |            | E-Safety                         |                      |                 |               |
| 11 |      | Admissions                               |            | FOHPS                            |                      |                 |               |
| 12 |      | Policies                                 |            |                                  |                      |                 |               |
| 13 |      | Special Educational Needs & Disabilities |            |                                  |                      |                 |               |
| 14 |      | Gallery                                  |            |                                  |                      |                 |               |
| 15 |      | Policies                                 |            |                                  |                      |                 |               |

## Marleigh Primary School Submenu Structure

|   | Home    | About Us          | Curriculum | Parents    | Information                                   | Vacancies | Contact |
|---|---------|-------------------|------------|------------|---|-----------|---------|
| 1 | Welcome | Vision and Values |            | Admissions | Consultation (submenu to several other pages) |           |         |
| 2 | News    | Governance        |            |            | Build Timeline                                |           |         |
| 3 |         | Anglian Learning  |            |            |   |           |         |
| 4 |         | Admissions        |            |            |   |           |         |
| 5 |         |                   |            |            |   |           |         |
| 6 |         |                   |            |            |   |           |         |
| 7 |         |                   |            |            |   |           |         |
| 8 |         |                   |            |            |   |           |         |
| 9 |         |                   |            |            |   |           |         |

## Sawston Village College Submenu Structure

|    | Home                | About Us             | Curriculum           | Parents                             | Information          | News and Events | Contact         |
|----|---------------------|----------------------|----------------------|-------------------------------------|----------------------|-----------------|-----------------|
| 1  | Principal's Welcome | Our Ethos and values | Our curriculum       | Academic support                    | Admissions           |                 | Map             |
| 2  |                     | Our Films            | KS3                  | Assessment, Recording and Reporting | Attendance           |                 | Contact details |
| 3  |                     | Our Governors        | KS4                  | Behaviour                           | Calendar             |                 |                 |
| 4  |                     | Our History          | Personal Development | Homework                            | Catering             |                 |                 |
| 5  |                     | Our Houses           | Subjects             | Ofsted                              | Clubs and activities |                 |                 |
| 6  |                     | Our Pupils           |                      | On-line safety                      | GDPR                 |                 |                 |
| 7  |                     | Our Staff            |                      | Pastoral Support                    | Newsletters          |                 |                 |
| 8  |                     | Adult Learning       |                      | Pupil Premium                       | Outcomes             |                 |                 |
| 9  |                     | Alumni               |                      | Safeguarding                        | Policies             |                 |                 |
| 10 |                     | Anglian Learning     |                      | SEND                                | Prospectus           |                 |                 |
| 11 |                     | Sports Centre        |                      | Wisepay                             | School Day           |                 |                 |
| 12 |                     |                      |                      |                                     | Term Dates           |                 |                 |
| 13 |                     |                      |                      |                                     | Uniform              |                 |                 |

## Stapleford Community Primary School Submenu Structure

|    | Home | About Us          | Curriculum   | Parents | Information        | News and Events | Contact |
|----|------|-------------------|--|---------|--------------------|-----------------|---------|
| 1  |      | Vision and values | Curriculum Aims and Statement                                      |         | Stapleford Nursery | Newsletters     |         |
| 2  |      |                   | Long Term Plan   |         | Elm Class          |                 |         |
| 3  |      |                   | Assessment   |         | Willow Class       |                 |         |
| 4  |      |                   | English  |         | Larch Class        |                 |         |
| 5  |      |                   | Mathematics  |         | Oak Class          |                 |         |
| 6  |      |                   | Early Years Foundation Stage                                       |         | Birch Class        |                 |         |
| 7  |      |                   | Spiritual, Moral, Social and Cultural Development & British Values |         | Ash Class          |                 |         |
| 8  |      |                   | Residential Trips  |         | Pine Class         |                 |         |
| 9  |      |                   | Phonics  |         | School Council     |                 |         |
| 10 |      |                   | Physical Education   |         | Eco Council        |                 |         |
| 11 |      |                   | Extra-curricular   |         | SOOSC              |                 |         |

## Netherhall Village College Submenu Structure

|    | Home         | About Us             | Curriculum                    | Parents                             | Sixth form                         | News and Events | Contact         |
|----|--------------|----------------------|-------------------------------|-------------------------------------|------------------------------------|-----------------|-----------------|
| 1  | Social Media | Data protection (BB) | CEIAG (DC)                    | Homework (HP)                       | Link to Oakes college website (KM) | Newsletter (CT) | Map             |
| 2  | Welcome (CT) | Governance (SM)      | Subject Curriculums (many)    | Intranet (DB/RHW/Th)                |                                    | Calendar        | Contact details |
| 3  |              | History (RHW)        | National Citizen Service (AK) | Admissions (?)                      |                                    |                 | Fillable form   |
| 4  |              | Rewards (a sal?)     | PSHE (LM/JH)                  | Breakfast Club (RW)                 |                                    |                 | Social media    |
| 5  |              | SEND (RW)            | After School Clubs (TB?)      | Anti Bullying (Sal)                 |                                    |                 |                 |
| 6  |              | Meet the Staff       | Extracurricular (?)           | e-safety (NP)                       |                                    |                 |                 |
| 7  |              | Term Dates           | Curriculum Statement (RHW)    | Attendance (DB)                     |                                    |                 |                 |
| 8  |              | Current Vacancies    |                               | Uniform (CW)                        |                                    |                 |                 |
| 9  |              | Ofsted (CT)          |                               | School Meals (?)                    |                                    |                 |                 |
| 10 |              | Pupil Premium TH     |                               | School Day Times (Admin)            |                                    |                 |                 |
| 11 |              | Exam Results TH/KM   |                               | Wisepay (Finance)                   |                                    |                 |                 |
| 12 |              | Safeguarding NP      |                               | Help with school expenses (Finance) |                                    |                 |                 |
| 13 |              | Policies (many)      |                               | KS4 revision and Resources (TH)     |                                    |                 |                 |

Direct link to Oakes College Cambridge Website



HOME

ABOUT US

COUSES

HOW TO BOOK

VACANCIES

About us page to be the same layout as current Bottisham Adult Ed “About Us” page





HOME

ABOUT US

COUSES

HOW TO BOOK

VACANCIES

Courses page to be the same layout as current Bottisham Adult Ed “Courses” page





EMAIL US:  
community@sawstonvc.org



CALL US: 01223  
712424

HOME

ABOUT US

COURSES

HOW TO BOOK

VACANCIES

## Slideshow

### LATEST TWEETS

(Pop up box, as per Bottisham Adult Ed current website)

### NEWS

(Pop up box with capacity to allow minimum of 500 characters)





HOME

ABOUT US

COUSES

HOW TO BOOK

VACANCIES

How to book page to be the same layout as current Bottisham Adult Ed “How to book” page <https://www.bottishamvc.org/commed/how-to-enrol/>





EMAIL US:  
community@sawstonvc.org



CALL US: 01223  
712424

HOME

ABOUT US

COUSES

HOW TO BOOK

VACANCIES

Vacancies page to be the same layout as current Bottisham Adult Ed “Vacancies” page [https://  
www.bottishamvc.org/commed/vacancies/](https://www.bottishamvc.org/commed/vacancies/)





If relevant headings that hyperlink through to relevant subsidiary websites e.g. Sport Centre, Adult Learning, Payments, Remote Access etc.

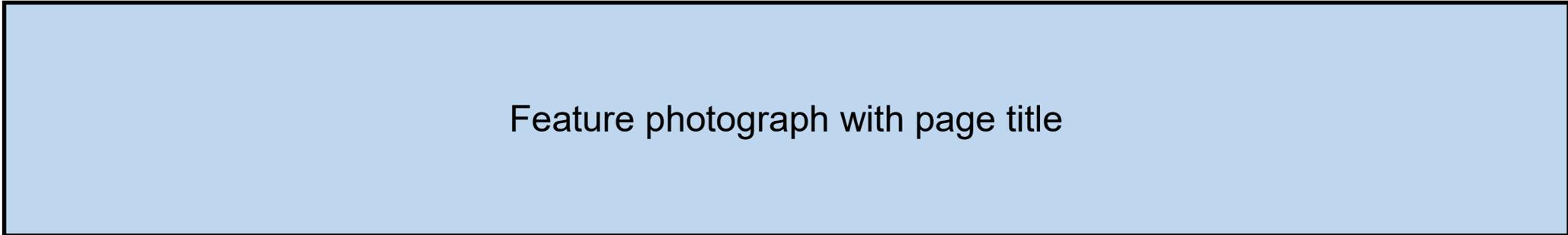


 EMAIL US: General Email address

 CALL US: Office Telephone number



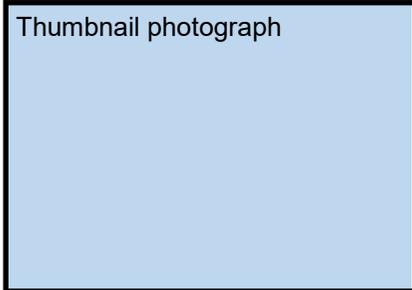
|      |          |            |         |             |           |         |
|------|----------|------------|---------|-------------|-----------|---------|
| HOME | ABOUT US | CURRICULUM | PARENTS | INFORMATION | VACANCIES | CONTACT |
|------|----------|------------|---------|-------------|-----------|---------|



### Header

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec in suscipit nunc. Etiam malesuada odio eu ultrices mollis. Vestibulum aliquet sagittis eros, et pharetra leo fermentum id. Sed vestibulum ante nulla, sit amet accumsan dui convallis a. Etiam nulla tortor, facilisis nec tincidunt id, luctus vitae justo. Nam ut leo a magna auctor accumsan. Sed tincidunt metus nec dolor dictum, quis aliquet tellus ultricies. Ut vel quam eget sapien posuere gravida. Proin at lacus nunc. Ut efficitur porta ex, sed dignissim sem porta quis. Fusce iaculis efficitur tortor eget aliquam. Maecenas faucibus pulvinar feugiat. Vestibulum placerat a orci id consequat. Sed in condimentum metus, ac pretium libero. Maecenas pulvinar libero eu lacus lacinia, quis vehicula purus varius.

Curabitur scelerisque, purus a scelerisque pellentesque, urna felis varius nunc, cursus lobortis metus mi et tellus. Pellentesque ac velit cursus, imperdiet risus at, consectetur magna. Sed tincidunt orci arcu, non condimentum magna semper nec. Proin id mollis dui. Nam convallis magna id magna laoreet, quis bibendum tellus aliquam. Nulla auctor arcu ut ex tempus, in porta tellus facilisis. In interdum risus volutpat tortor lobortis sollicitudin. Cras euismod et nulla id posuere. Nulla id ligula vel quam posuere imperdiet. Nullam vel convallis enim. Pellentesque ut suscipit lorem, ac gravida nisi. Sed sed ornare justo, sed lobortis dui. Fusce nec lorem eget erat tristique suscipit. Ut eu diam dignissim, vulputate metus eu, iaculis lorem. Praesent diam nisl, dapibus quis dapibus vitae, ullamcorper quis sapien.



**Footer design to appear on each webpage:** The background is a transparent photograph. The following is displayed: Contact Us details, Twitter feed (live update), partnership and accreditation logos



If relevant headings that hyperlink through to relevant subsidiary websites e.g. Sport Centre, Adult Learning, Payments, Remote Access etc.

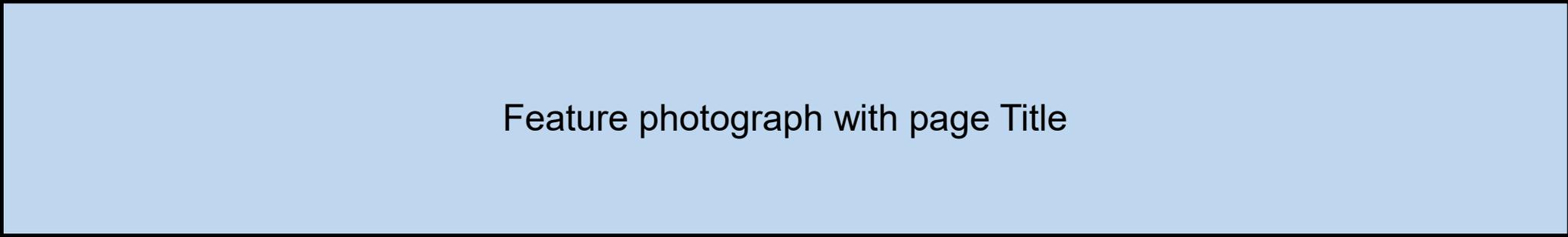


EMAIL US: General Email address

CALL US: Office Telephone number



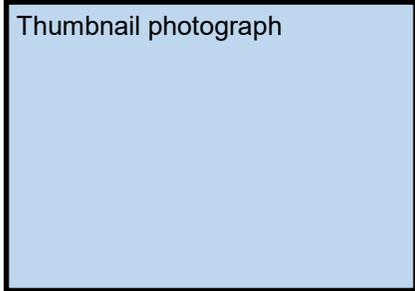
|      |          |            |         |             |           |         |
|------|----------|------------|---------|-------------|-----------|---------|
| HOME | ABOUT US | CURRICULUM | PARENTS | INFORMATION | VACANCIES | CONTACT |
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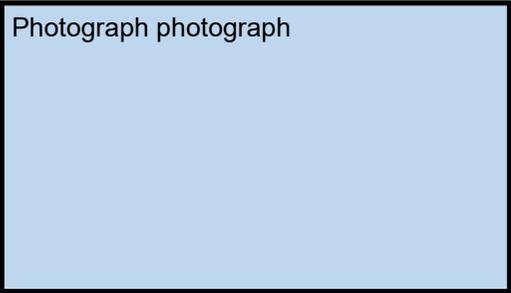
## Feature photograph with page Title

### Header

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Thumbnail photograph



Photograph photograph

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If relevant headings that hyperlink through to relevant subsidiary websites e.g.

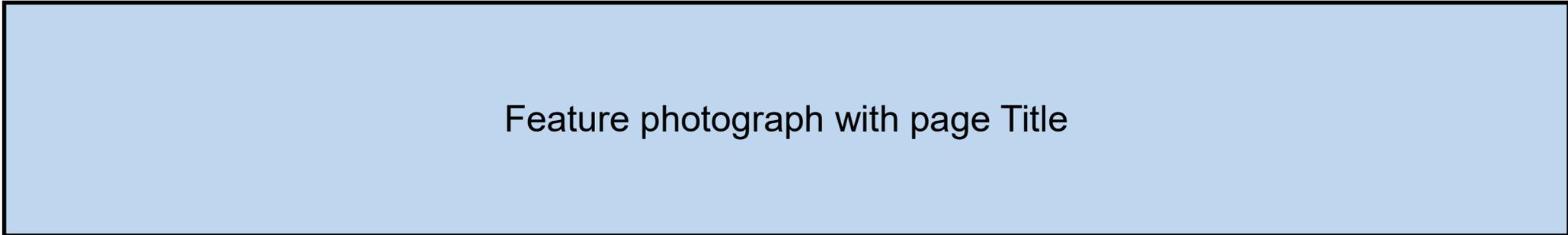


EMAIL US: General Email address

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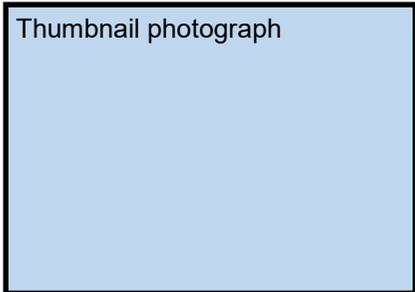
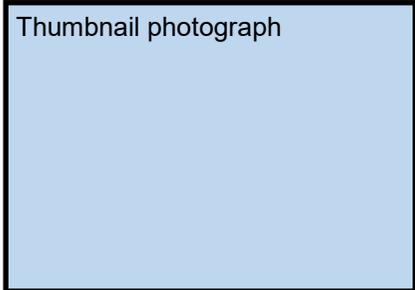


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| Sub menu title |

### Main Text

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Feature Photograph with page title  
(Mental Health / Careers/ Parent information/ esafety etc.)

### Main Text

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| HOME | ABOUT US | CURRICULUM | PARENTS | INFORMATION | VACANCIES | CONTACT |
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Feature Photograph with page title  
(Mental Health / Careers/ Parent information/ esafety etc.3 grid)

**Main Text**

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## Feature photograph with Photo Gallery

### Main Text

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Embedded link to video ie: Adobe spark or vimeo

**Footer design to appear on each webpage:** The background is a transparent photograph. The following is displayed: Contact Us details, Twitter feed (live update), partnership and accreditation logos

Embedded link to video ie: Adobe spark or vimeo





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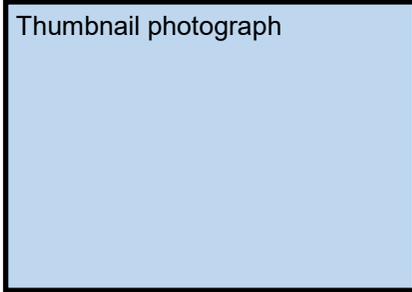
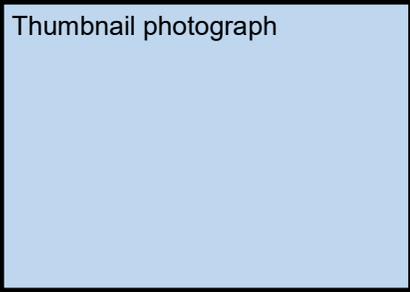
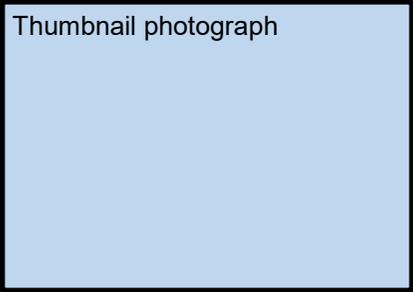
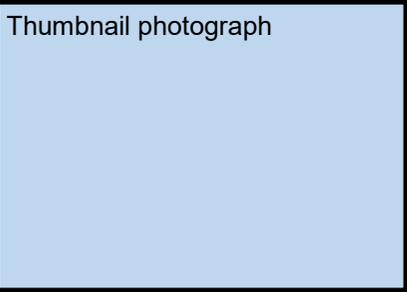
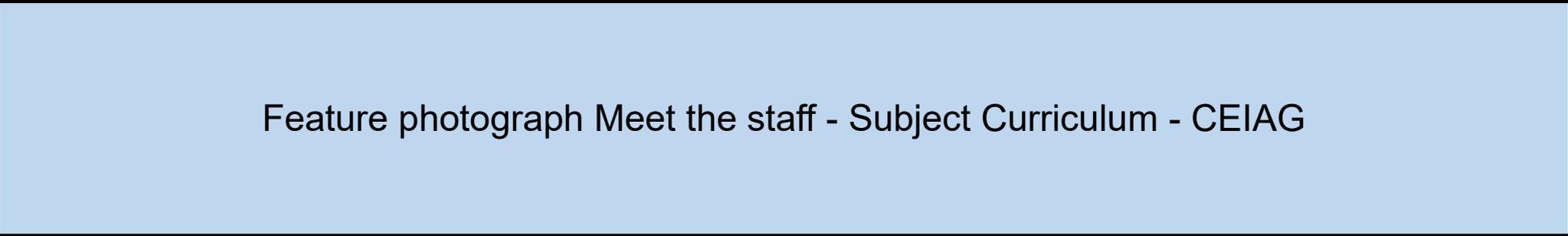


 EMAIL US: General Email address

 CALL US: Office Telephone number

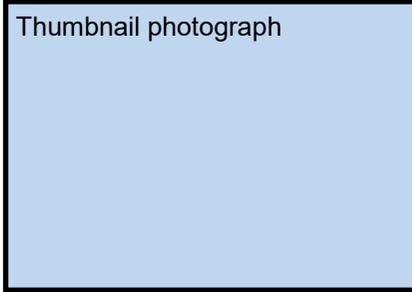
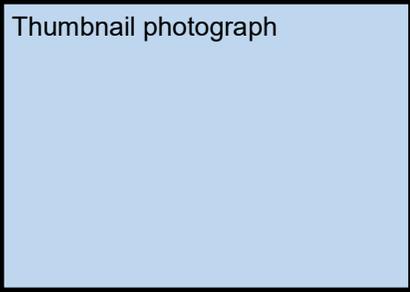
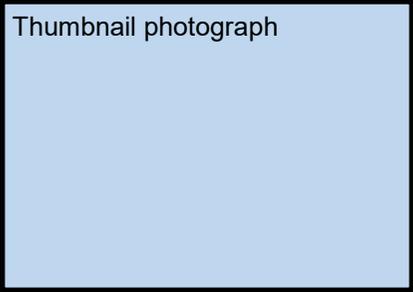
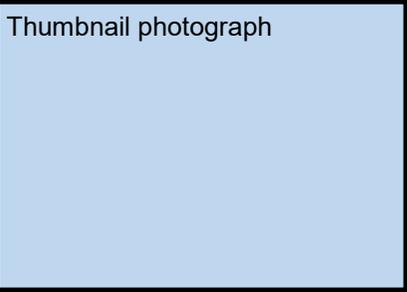


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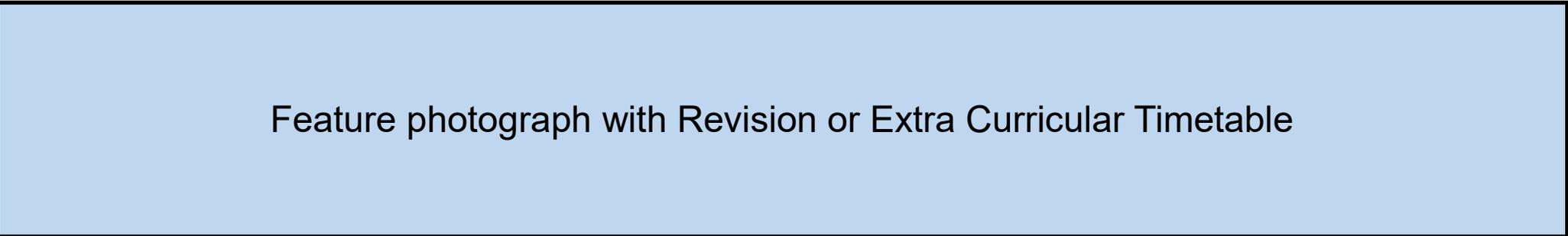


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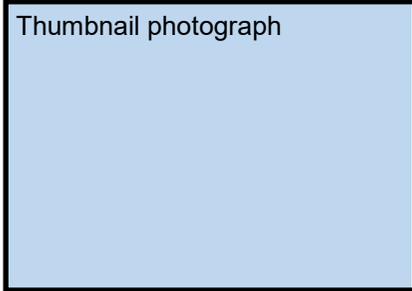
 CALL US: Office Telephone number



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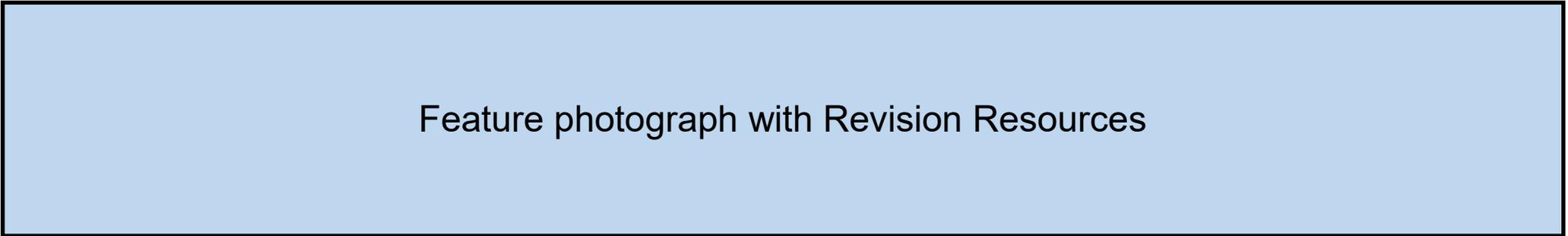


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|------|----------|------------|---------|-------------|-----------|---------|
| HOME | ABOUT US | CURRICULUM | PARENTS | INFORMATION | VACANCIES | CONTACT |
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| Sub menu title | Sub menu title | Sub menu title | Sub menu title |
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If relevant headings that hyperlink through to relevant subsidiary websites e.g.



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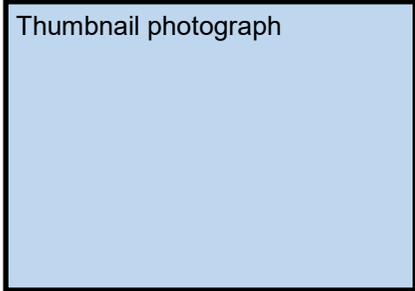
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|------|----------|------------|---------|-------------|-----------|---------|
| HOME | ABOUT US | CURRICULUM | PARENTS | INFORMATION | VACANCIES | CONTACT |
|------|----------|------------|---------|-------------|-----------|---------|

## Feature photograph with Rolling Area Specific Calendar

Updateable calendar with upcoming/just past events at the top and old events accessible by paging back through the links. Calendar should be able to support images and scaleable to text, for example to allow match reports/upcoming events/work reporting (this could be the format for primary schools wanting to share class work too).



### Additional Text

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A template with a similar design for policies as that of the Anglian Learning website <https://anglianlearning.org/policies/>

Please find below a selection of the key policies that operate across the Trust.



Complaints Procedure: Guidance for  
Parents and the General Public



Complaints Policy



Equality and Diversity Policy



Public Sector Equality Duty  
Statement



Statement of Allegations against  
Staff Summer 17 - 20



Trade Union Information



Trade Union Recognition Policy



If relevant headings that hyperlink through to relevant subsidiary websites e.g.

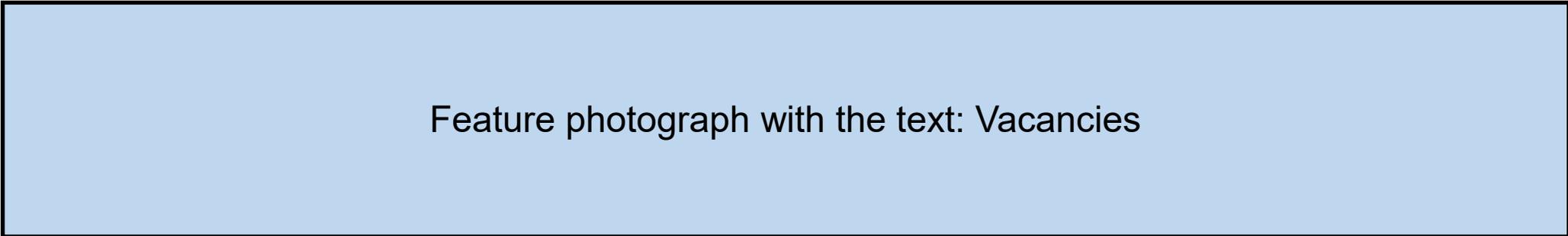


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|------|----------|------------|---------|-------------|-----------|---------|
| HOME | ABOUT US | CURRICULUM | PARENTS | INFORMATION | VACANCIES | CONTACT |
|------|----------|------------|---------|-------------|-----------|---------|



Introductory text about recruitment and vacancies at the Academy

Role (select for full information, application form and recruitment pack)  
Salary

Role (select for full information, application form and recruitment pack)  
Salary

Role (select for full information, application form and recruitment pack)  
Salary

### LOG AN INTEREST

Please fill the form below

Attach CV 

GDPR statement and privacy notice

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Sport Centre logo

EMAIL US: General Email  
address

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Telephone number



Magnifying glass?

HOME

ABOUT US

CURRICULUM

PARENTS

INFORMATION

NEWS AND EVENTS

CONTACT

## Sport Centre Homepage - Feature photograph with page Title

### Header

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Thumbnail photograph

Photograph photograph

### Block of text with colour background

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Sport Centre Logo

If relevant headings that hyperlink through to relevant subsidiary websites e.g. Sport Centre, Adult Learning, Payments, Remote Access etc.

Search



 EMAIL US: General Email address

 CALL US: Office Telephone number



HOME

ABOUT US

CURRICULUM

PARENTS

INFORMATION

NEWS AND EVENTS

CONTACT

## Sport Centre layout - Feature Photograph with page title

### Main Text

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## Adult Learning Bottisham VC Submenu Structure

|    | Home | About Us                | Courses                                | How to Book | Vacancies |
|----|------|-------------------------|--|-------------|-----------|
| 1  |      | Contact Details         | Arts and Crafts                        |             |           |
| 2  |      | Map                     | Cookery                                |             |           |
| 3  |      | Term Dates              | Health                                 |             |           |
| 4  |      | Adult Learning Policies | Fitness and Wellbeing                  |             |           |
| 5  |      | Terms and Conditions    | Horticulture (RHS) and Garden Design   |             |           |
| 6  |      | Health Questionnaire    | Languages                              |             |           |
| 7  |      |                         | Maths GCSE for Adults                  |             |           |
| 8  |      |                         | General interest                       |             |           |
| 9  |      |                         | Counselling Training and CPD Workshops |             |           |
| 10 |      |                         | Saturday Workshops                     |             |           |

## Adult Learning Sawston VC Submenu Structure

|   | Home | About Us | Courses                         | How to Book | Vacancies |
|---|------|----------|---------------------------------|-------------|-----------|
| 1 |      |          | Arts and Crafts                 |             |           |
| 2 |      |          | Computing and Employment Skills |             |           |
| 3 |      |          | Cooking                         |             |           |
| 4 |      |          | General Interest                |             |           |
| 5 |      |          | Health Fitness and Wellbeing    |             |           |
| 6 |      |          | Languages                       |             |           |
| 7 |      |          | Saturday Workshops              |             |           |

## Bottisham Sports Centre Submenu Structure

|    | Home                       | Fitness                  | Swimming                  | Facilities                    | Activities         | Parties                   | Membership      | About us - Contact         |
|----|----------------------------|--------------------------|---------------------------|-------------------------------|--------------------|---------------------------|-----------------|----------------------------|
| 1  | Header/Footer              | Fitness suite            | swimming lesson prices    | swimming pool                 | Archery            | Pool Inflatable           | Prices          | Address                    |
| 2  | Rolling images             | Group Exercise Classes   | Swimming Lesson timetable | fitness suite                 | Badminton          | Bouncy Castle & Soft Play | what's included | telephone                  |
| 3  | Social media               | Group Exercise timetable | Swimming Lesson Pathway   | 3G                            | Tennis             | party room                |                 | email                      |
| 4  | Opening hours              | Membership               | Private lessons           | Grass pitch                   | Judo               | Prices                    |                 | map                        |
| 5  | Latest News                | GP Referral              | Pool timetable            | Tennis/Netball courts         | Boxing Club        |                           |                 | facebook                   |
| 6  | Offers/voucher             |                          | NPLQ Courses              | Sports Hall                   | Kettlebells        |                           |                 | twitter                    |
| 7  | Pool and fitness timetable |                          | Swim Teacher Course       | Dance Studio                  | Holiday Activities |                           |                 | instagram                  |
| 8  | Events                     |                          |                           | Indoor/Outdoor changing rooms | Gymnastics Club    |                           |                 | Frequently asked questions |
| 9  | Current Vacancies          |                          |                           | Gymnasium                     | Tang Soo Doo       |                           |                 |                            |
| 10 |                            |                          |                           | Hire Charges                  |                    |                           |                 |                            |

## Netherhall Sports Centre Submenu Structure

|    | Home              | Fitness                  | Facilities                    | Activities         | Parties          | Membership      | About us - Contact         |
|----|-------------------|--------------------------|-------------------------------|--------------------|------------------|-----------------|----------------------------|
| 1  | Header/Footer     | Fitness suite            | Fitness suite                 | Archery Club       | Football Parties | Prices          | Address                    |
| 2  | Rolling images    | Group Exercise Classes   | Atrium                        | Badminton          | Fun House        | what's included | telephone                  |
| 3  | Social media      | Group Exercise timetable | 3G                            | Football           | Olympic Games    |                 | email                      |
| 4  | Opening hours     | Membership               | Grass pitch                   | Netherhall tennis  | Party Room       |                 | map                        |
| 5  | Latest News       | GP Referral              | Tennis/Netball courts         | Martial Arts       | Prices           |                 | facebook                   |
| 6  | Offers/voucher    |                          | Sports Hall                   | Netball            |                  |                 | twitter                    |
| 7  |                   |                          | Dance Studio                  | Holiday Activities |                  |                 |                            |
| 8  | Events            |                          | Indoor/Outdoor changing rooms | Gymnastics Club    |                  |                 | Frequently asked questions |
| 9  | Current Vacancies |                          | Gymnasium                     | Fencing            |                  |                 |                            |
| 10 |                   |                          | Dining Hall                   | Drama              |                  |                 |                            |
| 11 |                   |                          | Classroom                     | Dance              |                  |                 |                            |
| 12 |                   |                          | Cricket nets / Wicket         | Cricket Nets       |                  |                 |                            |
| 13 |                   |                          | Martial Arts Studio           |                    |                  |                 |                            |
| 14 |                   |                          | Booking events                |                    |                  |                 |                            |
| 15 |                   |                          | Hires Charges                 |                    |                  |                 |                            |

## Sawston Sports Centre Submenu Structure

|    | Home  | Fitness                  | Swimming                  | Facilities                      | Activities         | Parties          | Membership       | Contact                        |
|----|---|--------------------------|---------------------------|---------------------------------|--------------------|------------------|------------------|--------------------------------|
| 1  | Header - to include SSC logo, AL logo, phone number, email address                                | Fitness Suite            | Swimming lesson prices    | Swimming pool                   | Badminton          | Krazy Kidz       | Options & prices | Phone                          |
| 2  | Footer - to include links to SVC, Adult Education, Sawston Cinema, other SC's, social media links | Membership               | Swimming lesson timetable | Fitness suite                   | Squash             | Wobstacle        |                  | Email                          |
| 3  | Rolling images with concise blurb   | Group Exercise Classes   | Pool timetable            | Squash court                    | Tennis             | Water Zorbing    |                  | Facebook                       |
| 4  | Scrolling latest news feed  | Medical referral classes | Session prices            | Gymnasium hall                  | Table tennis       | Swimming Pool    |                  | Twitter                        |
| 5  | Social media  | Classes timetable        | Swimming Teacher courses  | Sports Hall                     | Gymnastics         | Trampolining     |                  | Instagram                      |
| 6  | Opening hours   |                          | NPLQ courses              | Multi-Purpose Hall              | Trampolining       | Nerf Wars        |                  | Address                        |
| 7  | Pool & fitness suite timetable  |                          | Private lessons           | Dance Studio                    | Judo               | Archery          |                  | Map                            |
| 8  | Offers / vouchers   |                          |                           | Astro turf                      | Archery            | Glow Sports      |                  | Opening hours                  |
| 9  | Events  |                          |                           | Hardcourt                       | Holiday activities | Football         |                  | Pool & fitness suite timetable |
| 10 | Current vacancies   |                          |                           | Grass pitches                   |                    | Skool Sports Day |                  | FAQ's                          |
| 11 |   |                          |                           | Indoor / outdoor changing rooms |                    | Bubble Zorbs     |                  |                                |
| 12 |   |                          |                           | Hire charges                    |                    | Dodgeball        |                  |                                |
| 13 |   |                          |                           |                                 |                    | Party prices     |                  |                                |