

How to record your school as closed

After following the instructions below, you will not need to open registers or take attendance on the 19th September, as there will be no registers.

To record the school as closed for the 19th, go to **School > School Structure > Academic years** and select this year.

Academic Years

Academic Years		+ Add
2022/2023	01 Sep 2022 - 31 Aug 2023	▶
2021/2022	01 Sep 2021 - 31 Aug 2022	▶

Click the red **Return to incomplete** button before making changes.

Click below return Academic Calendar to incomplete and make changes.





Return to incomplete

Click **+Add** in the Holidays section to add planned whole school absences.

Holidays (2022/2023)		+ Add
Summer	01 Sep 2022 - 02 Sep 2022	Add academic holiday
Winter break	19 Dec 2022 - 30 Dec 2022	Vacation ▶

Fill in the relevant information in the slide over, and select the **Holiday type** as **Public Holiday**.

Add Academic Holiday

Holiday name	<input type="text" value="Royal Funeral Bank Holiday"/>
Holiday type*	<input type="text" value="Public Holiday"/> ✕ ▼
Start date* 	<input type="text" value="19th Sep 2022"/> 
End date* 	<input type="text" value="19th Sep 2022"/> 

Cancel

Add Academic Holiday

Once this holiday has been added, click the green **Mark Calendar as Complete** button to save your changes.

Days Unaccounted For

All days have been accounted for.

Mark Calendar as Complete

Clubs, trips and wraparound care

Even if your school is marked as closed, your clubs, trips and wraparound care will **not** be automatically cancelled or refunded. If you will be refunding students and cancelling, please follow our guidance here:

- [Cancelling and Refunding Club memberships](#)
- [Cancelling Trip participation and making refunds](#)
- [Cancelling and refunding breakfast club or after-school club memberships](#)