Web Site Design Specification

for

Suva Muslim Primary School

Author: Innovate Digital Fiji

Version: 1.3

Date: 1st July 2026

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Purpose

The purpose of this documentation is to capture the high-level requirements specification for Suva Muslim Primary School Website Development. It provides a clear framework for stakeholders, designers, and developers to ensure the website effectively supports communication, showcases the school's programmes and achievements, and delivers an accessible, user-friendly experience for students, parents, staff, and the wider community.

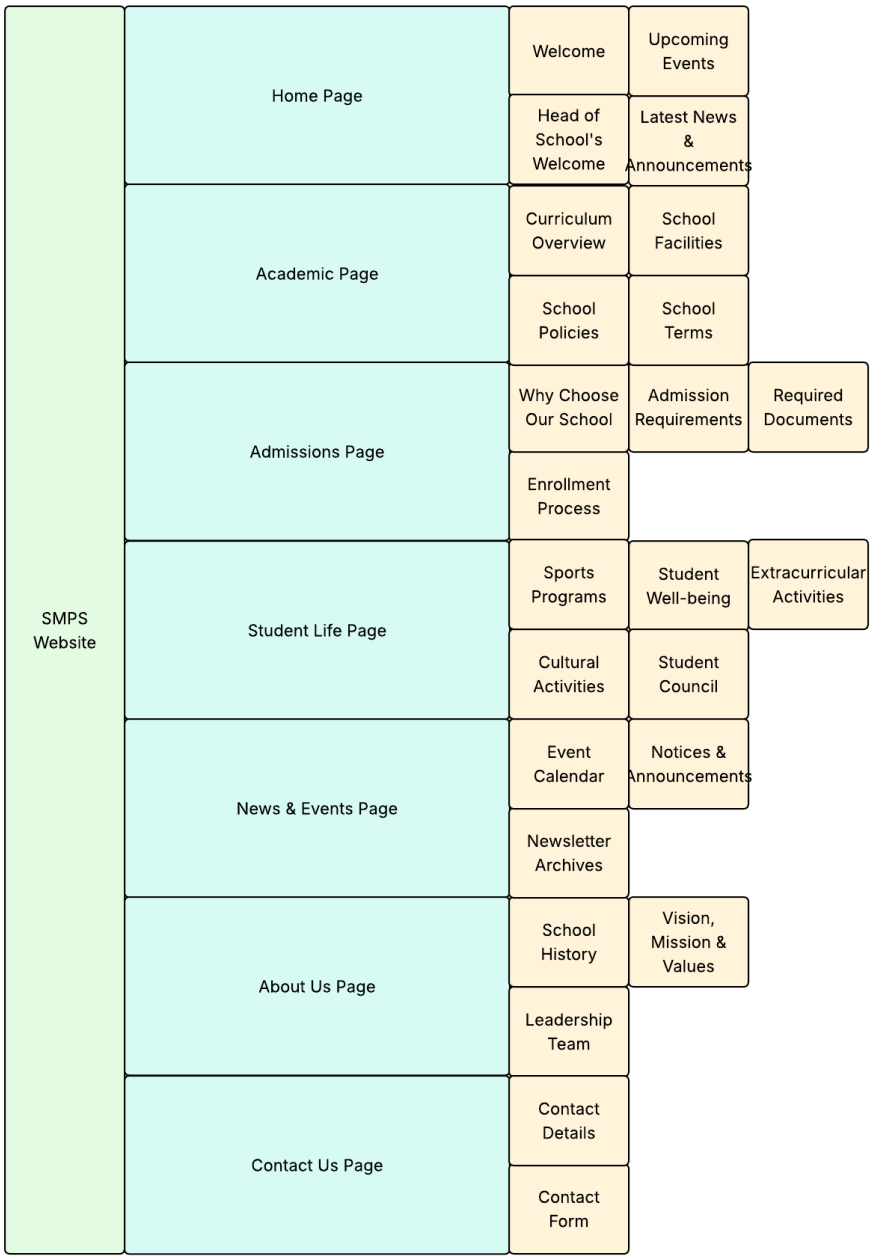
KEY

Abbreviation	Meaning
SMPS	Suva Muslim Primary School

Web-Site Overview

The website has been structured with a focus on clear navigation and user-friendly access to academic programmes, admissions information, student life activities, news and events, and school information.

As illustrated in the sitemap, the website is organised into six primary sections: Home, Academics, Admissions, Student Life, News & Events, About Us, and Contact Us. Each section contains dedicated pages that support the school's communication, engagement, and information-sharing objectives while reflecting its educational values and commitment to student development.



Design Specification

1.0 Top Menu

Definition

Menu Items:

School Logo Section:

- Image of the school logo.
- Should navigate the user to the home page when clicked.

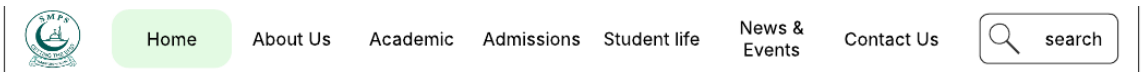
Page/Menu Selection:

- Home – Navigate the user to the user to the home page.
- About Us - Navigate the user to the user to the About Us page.
- Academic - Navigate the user to the user to the Academic page.
- Admissions - Navigate the user to the user to the Admissions page.
- Student Life - Navigate the user to the user to the Student Life page.
- News & Events - Navigate the user to the user to the News & Events page.
- Contact Us - Navigate the user to the user to the Contact Us page.

Search Bar:

- Should allow a quick and easy way for users to look up information.
- Should provide results from the content within the website.

Wireframe



2.0 Page Footer

Definition

Column 1: Branding & Physical Location

School Logo Component:

- An image placeholder at the top left to display the official school logo.
- The logo must hyperlink back to the Website Home Page.
- Must include alternative text (alt="[School Name] Logo").

Location Section:

- Heading text: "Location" (Bold).
- Body text lines: A dynamic text block displaying the physical and postal address lines of the campus.

Copyright Baseline:

- Positioned at the bottom-left of the column/footer.
- Text format: © Copyright 2026.

Column 2: Communication & Social Media

Contact Us Section:

- Heading text: "Contact Us" (Bold).
- Body text lines: Display phone numbers, official email addresses, and operating hours.

Social Media Section:

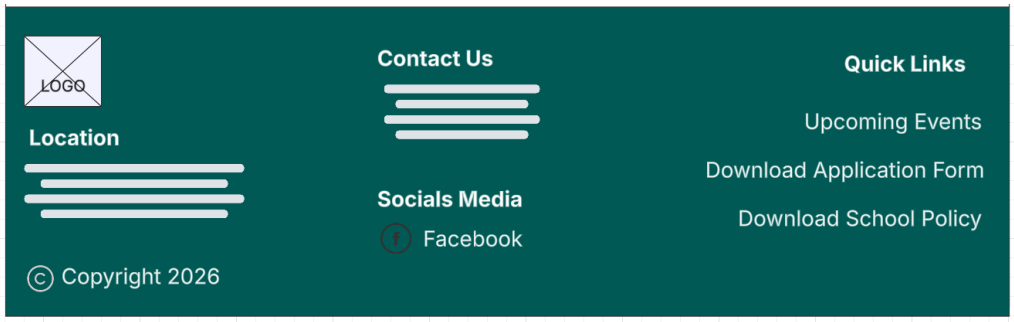
- Heading text: "Social Media".
- Social Links: Must display a Facebook icon alongside the text "Facebook".
- Behaviour: The link must open the school's official Facebook page in a new browser tab.

Column 3: Navigation & Quick Links

Quick Links Section:

- Heading text: "Quick Links" .
- Link 1: "Upcoming Events" – Hyperlinks directly to the school news and events page.
- Link 2: "Download Application Form" – A direct download trigger for the student application form PDF.
- Link 3: "Download School Policy" – A direct download trigger for the official school policy PDF.

Wireframe



3.0 Home Page

Definition

Section 1: Hero Welcome Banner

- Layout: Single – column, wide span.
- Image place holder for a banner image .

Section 2: Principal's Welcome

- Layout: Single-column, center-aligned block section.
- Heading: Centered bold text reading "Principal's Welcome".
- Body Content: A centered text block.

Section 3: Latest News & Announcements

- Layout: Structured container block designed to draw focus to recent updates.
- Heading: Centered bold text reading "Latest News & Announcements".
- Body Content: A centered text block.

Section 4: Live Social Media Integration (Facebook Feed)

- Layout: A dedicated, centralised social plugin container block.
- Behaviour: Must integrate to Facebook so page posts, photos, and video updates dynamically.

Section 5: Upcoming Events

- Layout: Single-column, center-aligned dynamic calendar overview block located directly above the footer.
- Heading: Centered bold text reading "Upcoming Events".
- Body Content: A centered text block.

Wireframe

Home
About Us
Academic
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Student life
News & Events
Contact Us
search
Welcome
SMPS
GETTING THE BEST
"RABBI ZIDNI ILMA"
Head of School's Welcome
Latest News & Announcements
FACEBOOK FEED
Upcoming Events
LOGO
Location
Contact Us
Socials Media
Facebook
Quick Links
Upcoming Events
Download Application Form
Download School Policy
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4.0 Academic

Definition

Section 1: Curriculum Overview

- Section Heading: Centered, bold text reading "Curriculum Overview".
- Introductory Text Block: Directly beneath the heading, there must be a centered.

Year-Level Grid Layout:

- Structure: A multi-row grid system.
- Capacity: Configured to display a total of 8 blocks representing different year levels, Year 1 through Year 8.
- Individual Block Composition: Each grid item would contain the subjects offered at each year level.

Section 2: School Terms

- Container Styling: The section must be enclosed inside a distinct bordered box container to separate it visually from the curriculum section.
- Section Heading: Centered, bold text reading "School Terms".
- Body Content: A centered text block.

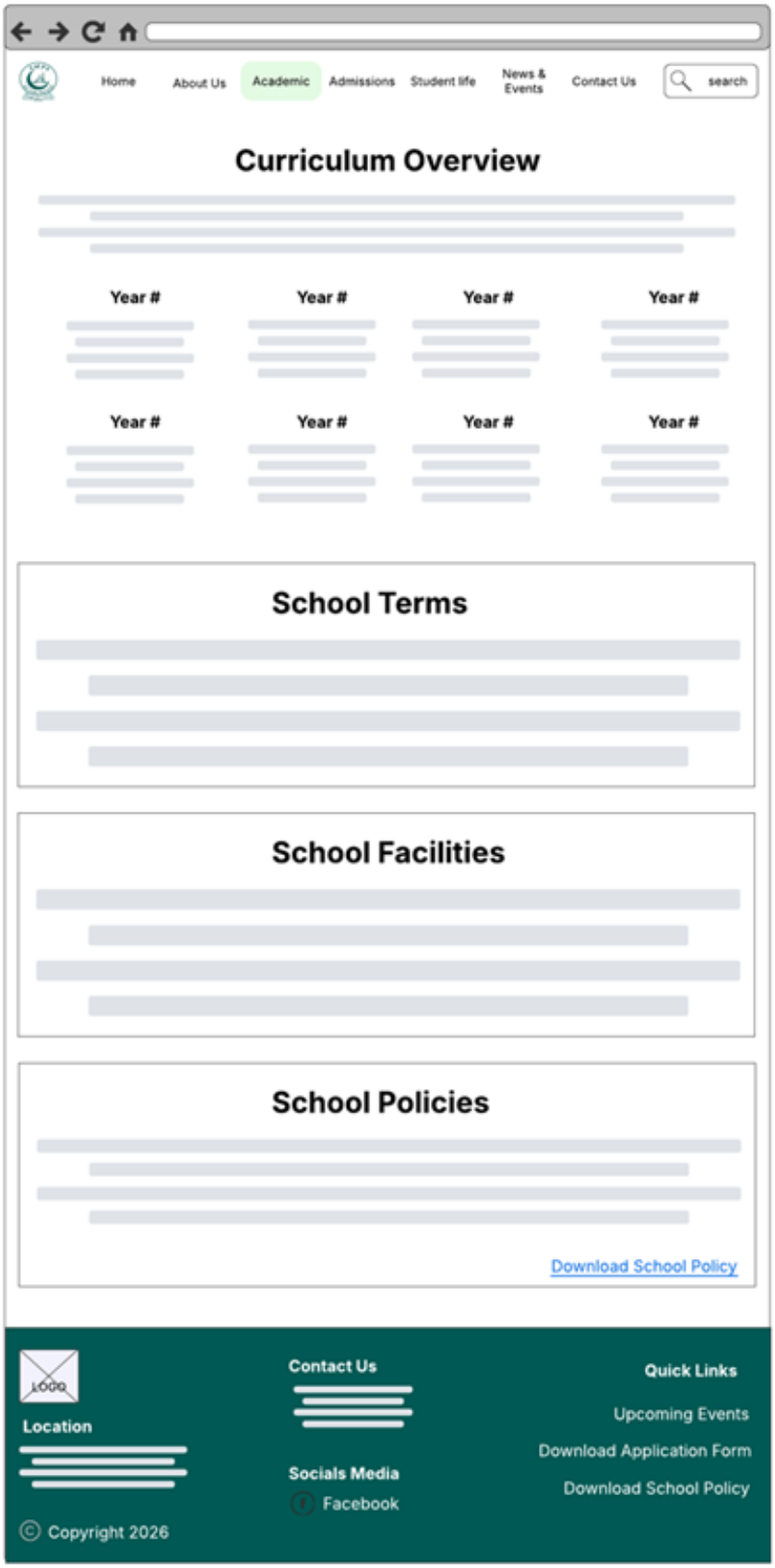
Section 3: School Facilities

- Container Styling: The section must be enclosed inside a distinct bordered box container.
- Section Heading: Centered, bold text reading "School Facilities".
- Body Content: A centered text block.

Section 4: School Policies

- Container Styling: The section must be enclosed inside a distinct bordered box container identical in style to the School Facilities module.
- Section Heading: Centered, bold text reading "School Policies".
- Body Content: Links to policy documents

Wireframe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Year #
Year #
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5.0 Admissions

Definition

Section 1: Value Proposition Banner

- Section Heading: Centered, bold text reading "Why Choose Our School".
- Introductory Text Block: A centered paragraph text.

Button:

- Positioning: Right-aligned, situated directly underneath the introductory text block.
- Label Text: "Download Application Form".
- Behaviour: Clicking this button must immediately trigger a direct download of the enrolment application form (PDF format).

Section 2: Admission Requirements

- Container Styling: Enclosed inside a prominent, full-width bordered box container to isolate the entry criteria visually.
- Section Heading: Centered, bold text reading "Admission Requirements".
- Body Content: A centered text block.

Section 3: *Enrolment* Process (Numbered Steps)

- Container Styling: Enclosed inside a distinct, full-width bordered box container.
- Section Heading: Centered, bold text reading "Enrolment Process".

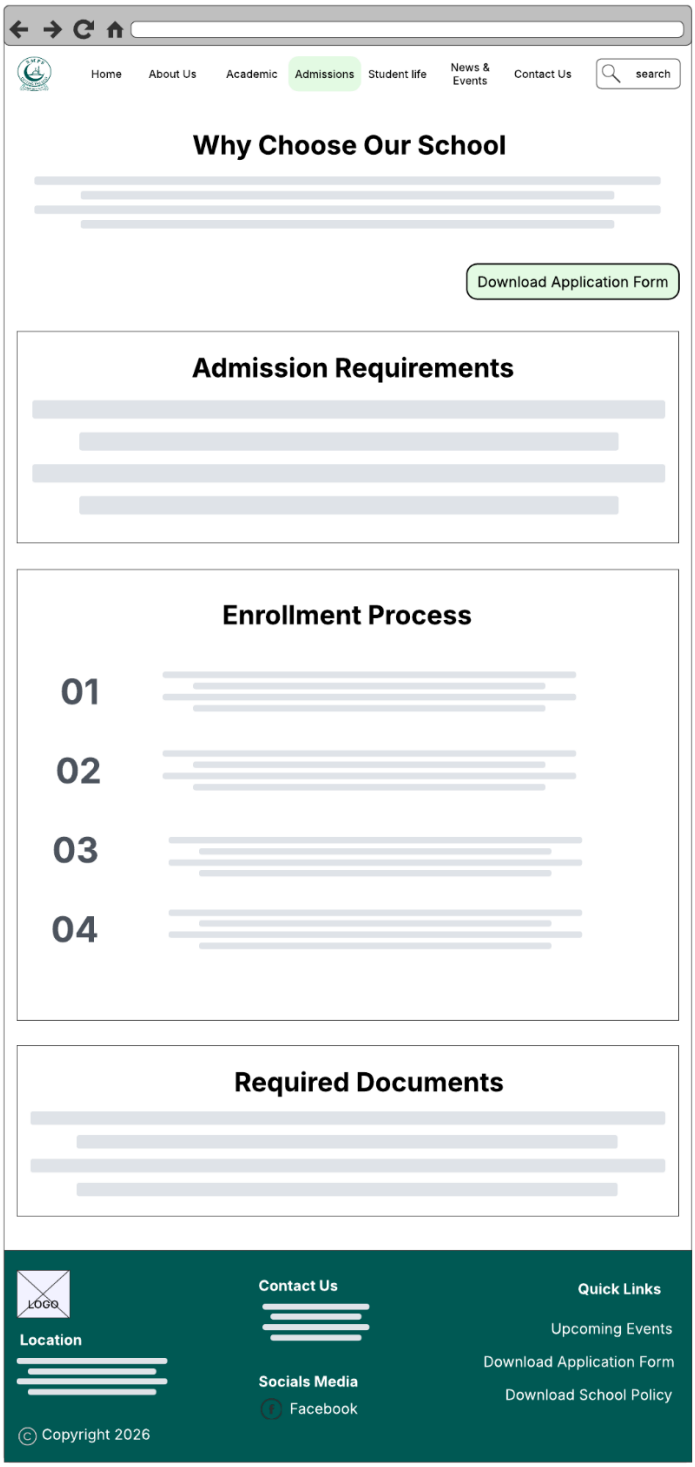
Step-by-Step Layout:

- Structure: A vertical stack consisting of sequential steps.
- Number Callouts: The left-hand side of each step must feature a large, bold numeric indicator ordered sequentially.
- Step Descriptions: Adjacent to each number, a left-aligned, 2-line text block must clearly detail the action required for that specific phase.

Section 4: Required Documents

- Container Styling: Enclosed inside the final full-width bordered box container, positioned directly above the global footer.
- Section Heading: Centered, bold text reading "Required Documents".
- Body Content: A centered text block.

Wireframe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6.0 Student Life

Section 1: Sports Programs

- Container Styling: Enclosed inside a prominent, full-width bordered box container.
- Section Heading: Centered, bold text reading "Sports Programs".
- Body Content: A centered text block.

Section 2: Cultural Activities

- Container Styling: Enclosed inside a full-width bordered box container identical in style to the preceding section.
- Section Heading: Centered, bold text reading "Cultural Activities".
- Body Content: A centered text block.

Section 3: Extracurricular

- Container Styling: Enclosed inside a distinct, full-width bordered box container.
- Section Heading: Centered, bold text reading "Extracurricular".
- Body Content: A centered text block.

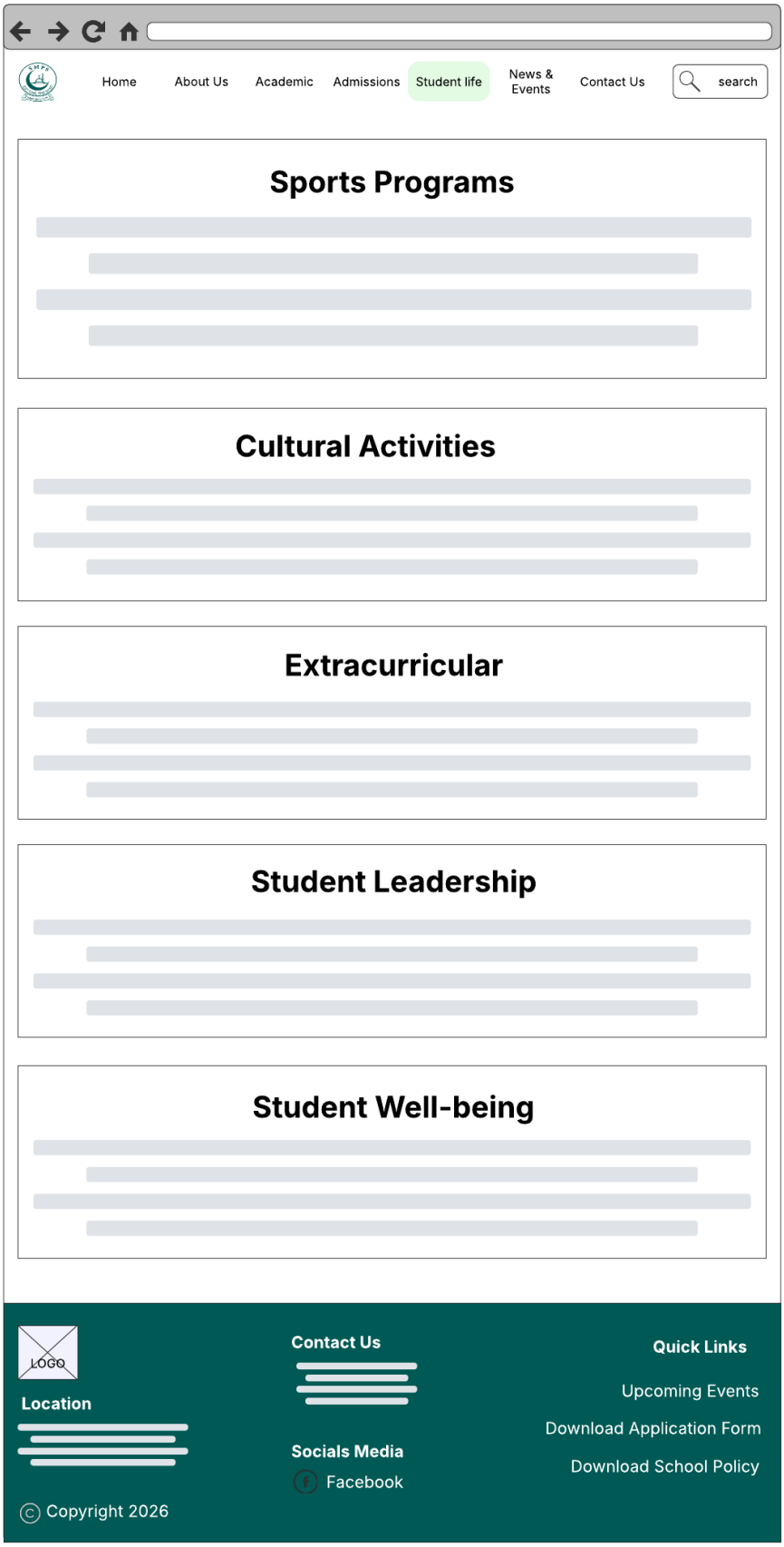
Section 4: Student Leadership

- Container Styling: Enclosed inside a full-width bordered box container.
- Section Heading: Centered, bold text reading "Student Leadership".
- Body Content: A centered text block.

Section 5: Student Well-being

- Container Styling: Enclosed inside the final full-width bordered box container, positioned directly above the global footer.
- Section Heading: Centered, bold text reading "Student Well-being".
- Body Content: A centered text block.

Wireframe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7.0 News & Events

Definition

Section 1: Event Calendar Banner

- Container Styling: Enclosed inside a full-width bordered box container.
- Section Heading: Centered, bold text reading "Event Calendar".
- Body Content: A centered text block.

Section 2: Notices & Announcements (Grid Card Layout)

- Container Styling: Enclosed inside a prominent full-width bordered box container.
- Section Heading: Centered, bold text reading "Notices & Announcements".

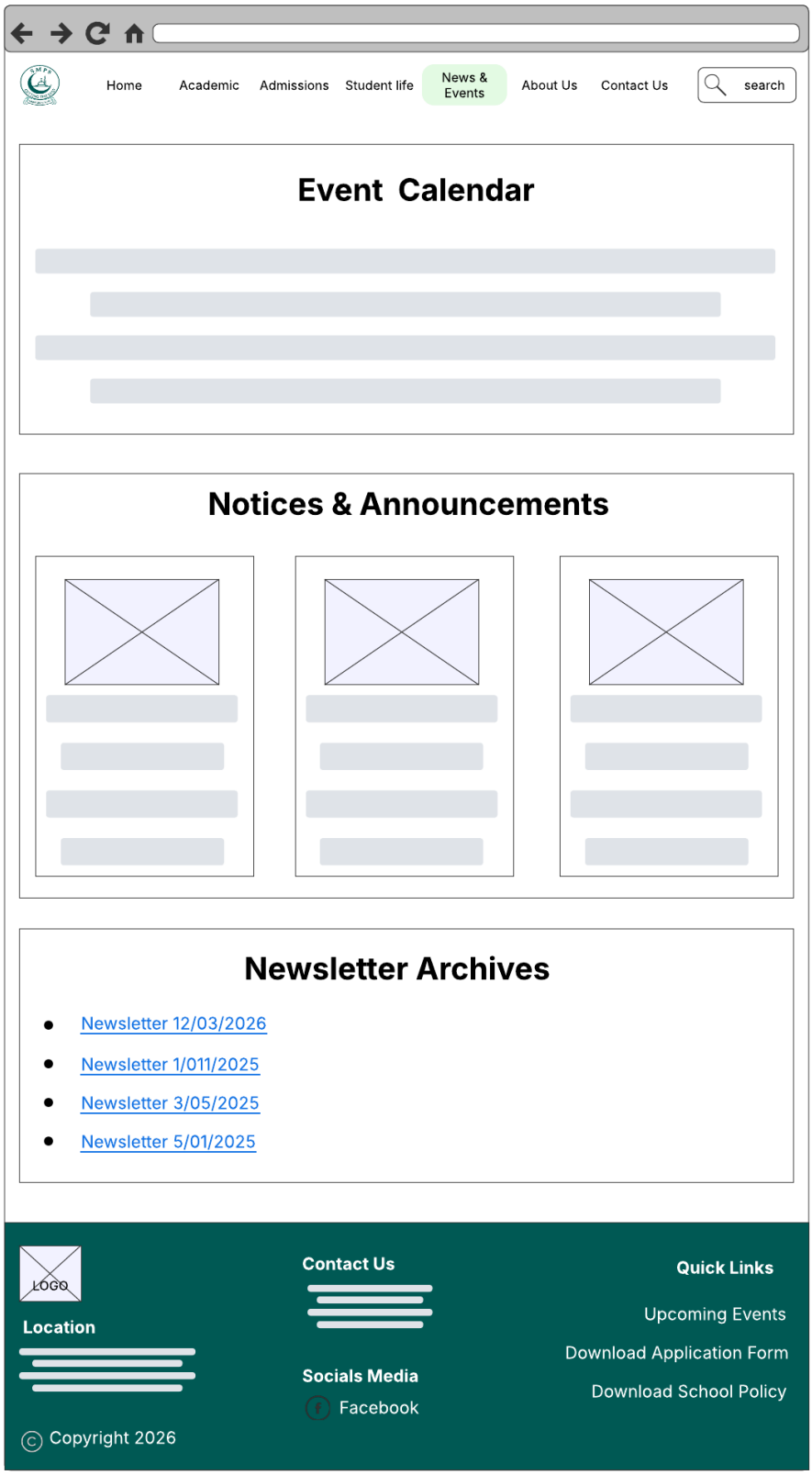
Card Grid Structure:

- Layout: Features a grid on desktop viewports to display individual announcement cards.
- Individual Card Layout: Each of the cards is wrapped in its own distinct border and contains.
- Media Placeholder: A box with an "X" placeholder at the top of the card for a thumbnail or feature image.
- Text Block: multi-length horizontal lines below the image placeholder to present the announcement title, date published, and a brief snippet of copy.

Section 3: Newsletter Archives

- Container Styling: Enclosed inside a final full-width bordered box container situated directly above the global footer.
- Section Heading: Centered, bold text reading "Newsletter Archives".
- Archive List Structure: Displays a clean, bulleted list of historic school publications.
- Hyperlink Specifications: The list must contain exactly four active, underlined text hyperlinks formatted chronologically:
- Behaviour: Clicking any archive item must initiate a direct download of the corresponding newsletter document (typically PDF format) or open the publication in a new browser tab.

Wireframe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Newsletter Archives
Newsletter 12/03/2026
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Newsletter 5/01/2025
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8.0 About Us

Definition

Section 1: School History

- Container Styling: Enclosed inside a full-width bordered box container.
- Section Heading: Centered, bold text reading "School History".
- Body Content: A centered text box.

Section 2: Vision, Mission & Values

- Container Styling: Enclosed inside a full-width bordered box container identical in style to the preceding section.
- Section Heading: Centered, bold text reading "Vision, Mission & Values".
- Body Content: A centered text box.

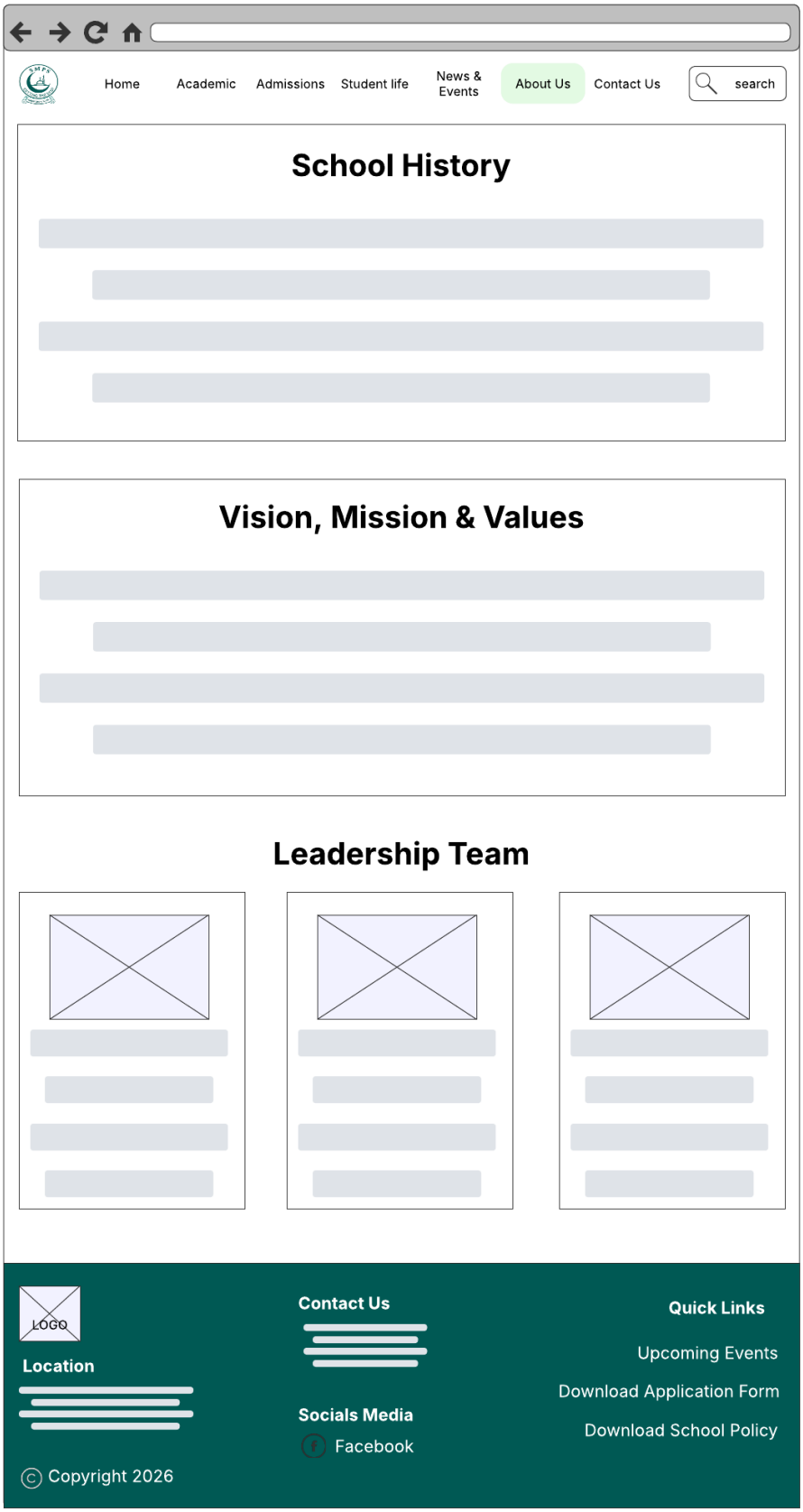
Section 3: Leadership Team (Grid Card Layout)

- Container Styling: Features a clear section title reading "Leadership Team" (Centered, Bold), positioned directly above a card grid area.

Card Grid Structure:

- Layout: Features a 3-column grid on desktop viewports to display individual profile cards for executive staff members.
- Individual Card Layout: Each of the profile cards is wrapped in its own distinct border container and contains:
- Media Placeholder: A prominent box with an "X" placeholder at the top of the card for a professional headshot or portrait image.
- Text Block: Text area below the image placeholder to present the staff member's name, official title/designation, and a brief biography or contact link.

Wireframe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9.0 Contact Us

Definition

A. Left Column: Information Panel

The left column must present specific school informational blocks in a vertically stacked sequence. Each item consists of a bold, left-aligned subheading followed by corresponding text lines:

School Address

Content: 3 text placeholder lines indicating the physical location and postal routing details.

Phone Number

Content: 2 text placeholder lines indicating the primary school phone numbers.

Email

Content: 2 text placeholder lines indicating administrative email channels.

School Hours

Content: 2 text placeholder lines identifying regular office hours and term schedules.

Google Maps

Content: Features a map icon layout placeholder.

Social Media Link

Content: 2 text placeholder lines containing hyperlinks pointing to official alternate social channels.

Emergency Contact Information

Content: 2 text placeholder lines specifying after-hours lines.

B. Right Column: Contact Form Box

The right column must be bounded by a defined border container containing a bold, centered section title reading "Contact Form" at the top. It must contain the following interactive input controls:

Input Field 1: Full Name
Label: "Full Name"
Type: Standard single-line text input field.

Input Field 2: Student Name
Label: "Student Name"
Type: Standard single-line text input field.

Input Field 3: Phone Number
Label: "Phone Number"
Type: Telephone input field supporting numeric inputs.

Input Field 4: Email Address
Label: "Email Address"
Type: Standard email input field configuration requiring a formal string structure (e.g., user@domain.com).

Input Field 5: Message
Label: "Message"
Type: Multi-line text area box permitting multi-paragraph text block inputs.

Action Element: Send Button

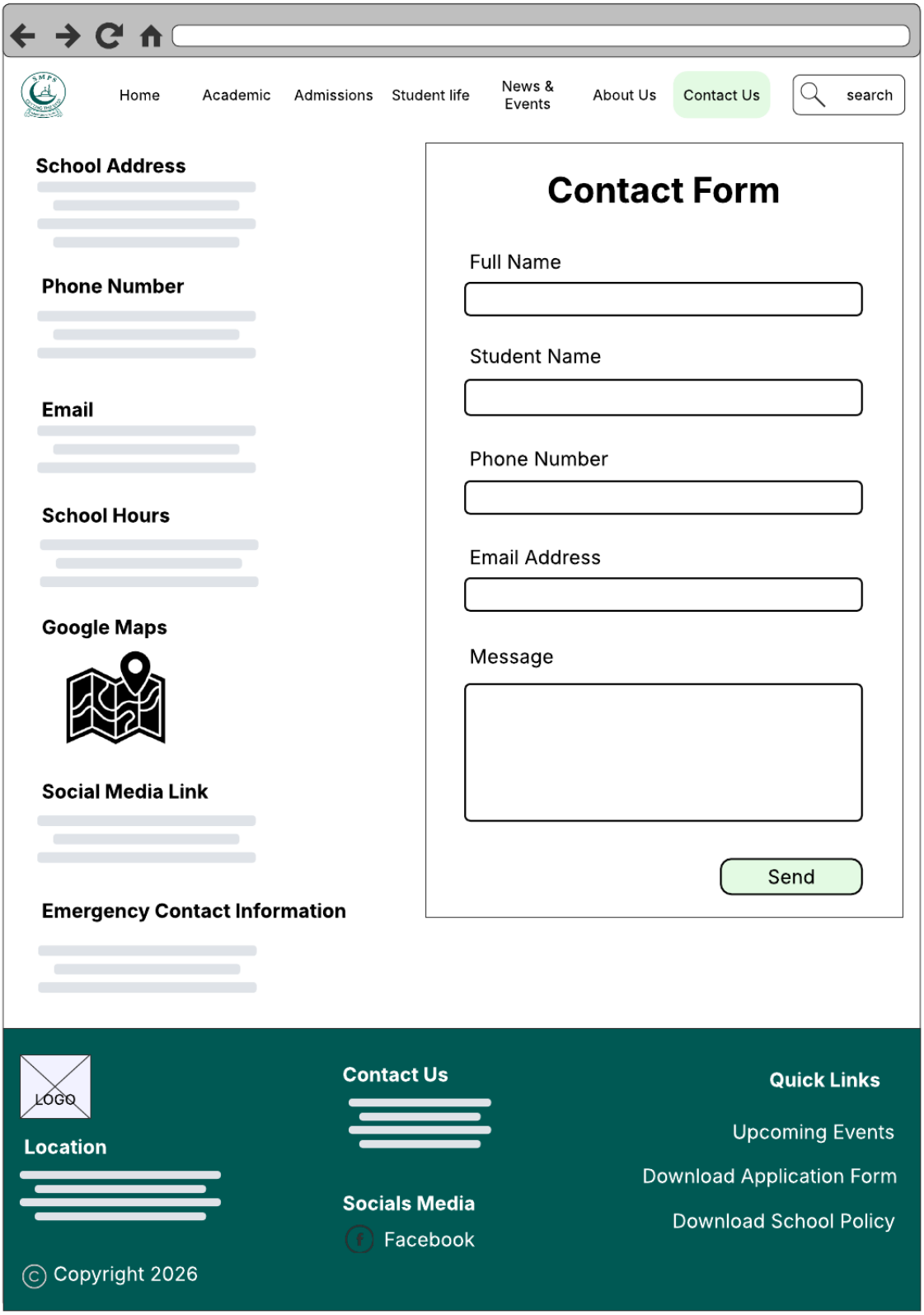
Alignment: Right-aligned directly below the Message text area box.
Label: "Send" encapsulated within a highlighted background, rounded pill-shaped button.
Behaviour: Clicking the button triggers input validation checks and fires a request transmitting form content securely to the administrative inbox database.

3. Form Validation & UX Business Logic

Mandatory Field Handling: The fields Full Name, Phone, and Message must be strictly marked as "Required". Submitting an incomplete form must pause execution and highlight the missing fields with an explicit error prompt.

Post-Submission Response: Upon a successful form transmission, the form panel should transition cleanly into a success message overlay (e.g., "Thank you for your message. Our admissions office will get back to you within ** hours.").

Wireframe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Google Maps
Social Media Link
Emergency Contact Information
Contact Form
Full Name
Student Name
Phone Number
Email Address
Message
Send
LOGO
Location
Contact Us
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10.0 Domain, Hosting and Ownership

Innovate Digital (Fiji) will register, configure and administer Suva Muslim Primary School's domain name and website hosting on the school's behalf using approved third-party providers.

The domain to be registered is ***suvamuslimprimary.com.fj***
Suva Muslim Primary School remains the legal owner of its domain name, website, website content and all associated digital assets. Wherever possible, the domain registration will be created in the school's legal name.

Innovate Digital (Fiji)'s role is limited to coordinating the setup, configuration and support of these third-party services. Innovate Digital (Fiji) does not own or operate the domain registration or website hosting services.

For security purposes, Innovate Digital (Fiji) may retain administrative access to the domain and hosting accounts to provide support. Any Innovate Digital (Fiji) internal accounts, billing information or administrative credentials used to manage these services will remain confidential and will not be shared.

If this Agreement is terminated, Innovate Digital (Fiji) will assist with transferring the domain registration and website to Suva Muslim Primary School or its nominated service provider within 20 business days, provided all outstanding invoices relating to the project have been paid. Innovate Digital (Fiji) will provide the necessary access and information to support a smooth transition.

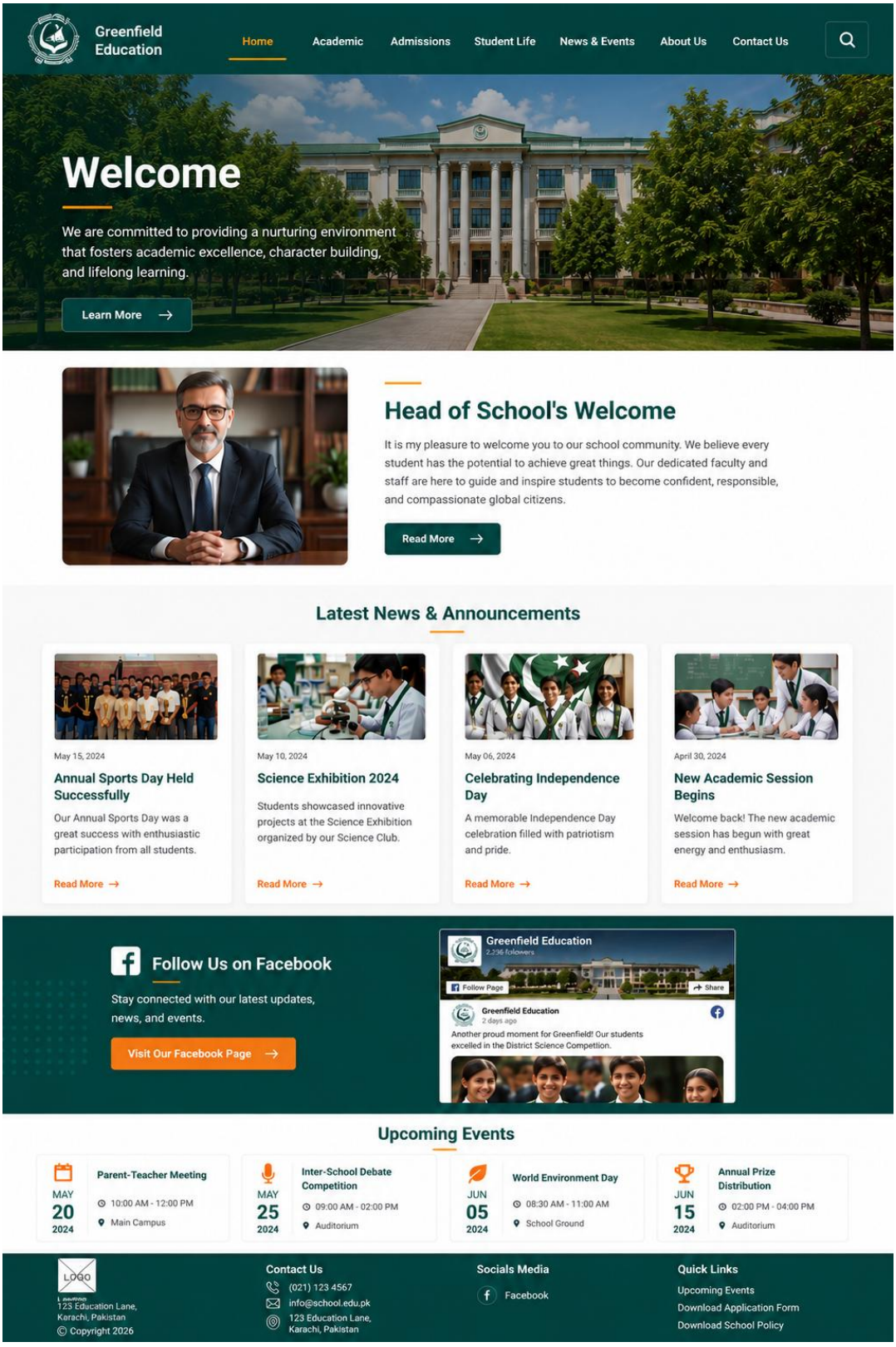
Website Requirements Signoff

Authorisation & Approval:

By signing below, the school representative certifies that they have reviewed the website requirements and authorise the project to proceed to the development and content-integration phase.

Innovate Digital (Fiji) Pte Ltd:	**Suva Muslim Primary School:**
Name: Sharon Woodley	Name (Printed): Mohammed Khaiyum
Title/Role: Managing Director	Title/Role: Head Teacher
	_____
Signature:	Signature
Date: 1st /July / 2026	Date: _____ / _____ / 2026

Appendix

Proposed Color Scheme

Color Scheme Mockup