



MarvellousMe Launch Checklist

ADMIN SETUP TASKS

- Our school data has been set up and our Administrator has completed the Final Admin Actions.
- Our IT technician has installed the MarvellousMe for Teachers app to our school tablets, and/or installed a Chrome shortcut to www.marvellousme.com on everyone's PC, including the school office.

SLT SETUP TASKS

- We have nominated a MarvellousMe 'Champion' to drive our parent engagement success by regularly tracking how and how consistently teachers are using MarvellousMe and instilling best practice in staff meetings.
- We have sent the Champion's contact details to support@marvellousme.com so they can receive updates and new resources.
- We have set up our School Badges linking them to our rewards, values, skills, House point system etc.
 - See page 32 of the [Admin Guide](#).
 - See pages 35-42 of the [Admin Guide](#) to set up your School Houses in MarvellousMe so you can auto-tally House points/awards.
- We have set up our School Activities linking them to our priority curriculum areas so we can ensure parents are being regularly informed about these subjects.
 - See page 31 of the [Admin Guide](#).

LAUNCHING MARVELLOUSME TO STAFF

- We have trained the staff.
 - If you are leading the training session or would like teachers to train themselves, please visit our teacher training portal: www.marvellousme.com/teachertips/.
- We have given staff their MarvellousMe logins.
 - These will have been sent to the email address registered for your Admin account. Please contact us if you need them to be resent.
- We have set and communicated our staff usage guidelines to ensure consistent usage across every class.
 - See our [suggested template](#).
- We have set a parent take-up target for each class.
 - The average parent take-up for MarvellousMe is over 90%.
 - Please also check out our [tips to get more parents signed up](#).

LAUNCHING MARVELLOUSME TO PUPILS

- We have told the children about MarvellousMe and how much their parents will love hearing about their learning and achievements.
 - [This classroom / Assembly presentation will help](#).
- We have told the children that we will be using Thumbs Ups to award and auto-tally our House Points.
- We have put information/posters about MarvellousMe around the school.
 - You can find these in our [SchoolBag](#).

LAUNCHING MARVELLOUSME TO PARENTS

- We have sent 'Coming Soon!' news to parents to get them excited.
 - [You can find text for newsletter and social media here](#).
- We have sent home the parent join letters, including translations for parents with EAL.
- We have diarised a few dates over the first term to send reminder letters to any parents that are still to join. We will also nudge those still to join at upcoming parent-teacher meetings.
- We have added information about MarvellousMe to our school website for parents and prospective parents.

Have a question? Email support@marvellousme.com or call 01273 900 202

- Find our WebKit in our [SchoolBag](#).
- We have told parents about MarvellousMe in our newsletters, on social media and through other communications.
 - Find our easy copy-and-paste text suggestions [here](#).