

# SLT LAUNCH PLAN & CHECKLIST



## PRE-LAUNCH

- We have sent 'Coming Soon!' news to parents, to get them ready and excited.
  - o [You can find text for newsletter and social media here.](#)

## ADMIN SETUP TASKS

- Our school data has been set up.
  - o If not, please contact us for help by [email](#) or phone (01273 900202).
- Our admin team know how to do the few final checks and actions.
  - o See pages 22 and 23 of the [admin guide](#).
  - o Ask the office to go to our admin training portal: [www.marvellousme.com/admin-training/](http://www.marvellousme.com/admin-training/)
- Our IT person has installed the MarvellousMe teacher app to our tablets, and installed a Chrome shortcut to [www.marvellousme.com](http://www.marvellousme.com) on everyone's PC, including the office.

## SLT SETUP TASKS

- We have **nominated a MarvellousMe lead** to drive our parent engagement success.
  - o Please [email](#) us to confirm who this is, or call us on 01273 900202.
- We have agreed our **non-negotiables** for staff usage.
  - o [See our suggested non-negotiables template.](#)
- We have setup our **School Badges**, linking them to our rewards/values/skills/House system etc.
  - o See page 32 of the [admin guide](#).
  - o See page 35 of the [admin guide](#) to set up Houses. MarvellousMe can auto-tally house points.
- We have setup our **School Activities**, linking them to our priority curriculum areas - so we can ensure parents are being regularly informed about these subjects.
  - o See page 31 of the [admin guide](#).
  - o See page 35 of the [admin guide](#) to set up any special reporting cohorts.
- We have setup the **Quick Links** to our website, calendar and other school systems, and the learning portals we want to give parents quick access to.
  - o See page 30 of the [admin guide](#).
- We have set teachers up to receive the **weekly snapshot email**, so everyone can see how the whole school is using MarvellousMe and self-manage their usage.
  - o See page 33 of the [admin guide](#) to set up 'Weekly Snapshot Recipients'.

## TEACHER TRAINING

- We have trained the staff.

If you are leading the training session, or would like teachers to train themselves, please use our teacher training and resources portal: [www.marvellousme.com/teachertips/](http://www.marvellousme.com/teachertips/)

- We have given staff their login details.

- The office will have received an email with the login details to pass to each teacher. Please let us know if you need this resending. The office can easily add, edit and remove staff and pupils, and assign staff to multiple classes.
- We have set and communicated our **non-negotiables** to staff, to ensure consistent usage across every class.
- We have set a **parent join-up target** for each class. The average parent join-up rate to MarvellousMe is over 90%.
- We have given the teachers the parent join letters, and reminded them to send them to the correct parents and any separated parents.

#### GETTING CHILDREN EXCITED ABOUT MARVELLOUSME

- We have told the children about MarvellousMe and how much their parents will love hearing the good news about their achievements.
  - [This classroom / Assembly presentation will help.](#)
- We have told the children how we will be using the MarvellousMe Badges in line with our rewards/values/skills/House system etc.
- We have put information / posters about MarvellousMe around the school.
  - You can find these in our [schoolbag](#).

#### LAUNCHING TO PARENTS AND GETTING EVERYONE JOINED UP

- We have sent home the parent join letters.
- We have sent translated letters to EAL parents.
  - You can find these in our [schoolbag](#).
- We have diarised a day to send reminder letters home to parents still to join.
  - The office can easily print reminder letters for parents slow to join.
  - Teachers can also check who is still to join and print reminders in the teacher app.
- We have added information about MarvellousMe to our website.
- We have told parents about MarvellousMe in our newsletters, on social media and through other communications.
- We will remember to chase parents still to join at parent evenings, or when we see them.

#### TRACKING AND EVIDENCING YOUR PARENT ENGAGEMENT SUCCESS

- The SLT are tracking how, and how consistently, teachers are using MarvellousMe regularly, at least once a month, and are instilling best practice regularly at staff meetings.

#### NEED HELP

- Please [email](#) us for help (support@marvellousme.com), or call us on 01273 900202.