Our MarvellousMe **Admin Policy**

We are using MarvellousMe because more positive and engaged parents means:

* Children are happier, behave positively, are more motivated and do better.
* Parents will help and support their child’s learning more, and be more approachable.
* We can enjoy a positive and collaborative culture.

MarvellousMe empowers us to:

* Give parents more positive news, in a personal way. It makes them smile and feel proud.
* Focus home communication on learning and success.
* Involve more parents, including separated and working parents, grandparents and carers, and the harder to engage parents.
* Sustain consistent parent engagement in every class.

**NON-NEGOTIABLES FOR THE SCHOOL OFFICE**

Daily

* Ensure children and staff are added to, and deleted from, MarvellousMe as they join or leave the school. Add staff to the Weekly Snapshot Recipient list in the Insights section.

Weekly

* Get all/most of our parents joined up. For example, by:
  + Giving teachers regular reminder letters to hand out.
  + Including MarvellousMe on our website and in newsletters
  + Ensuring there are MarvellousMe postcards in Reception and posters in noticeboards.
  + Texting and emailing slow joiners.
* Check the ‘Quick Links’ section is up to date. It’s a handy feature for parents to access our website, calendar, other information and systems.

Termly

* Award attendance badges to every child who reaches our attendance target each term. This is easy to do en masse, by pasting names from the attendance report in the MIS.

Optional

* Send messages, forms and newsletters home via the MarvellousMe admin system. It will help us to save time and money, and have greater reach.

**Need Help / Tutorial**

* **Tap ‘Help and Resources’ in the admin portal.**
* Contact MarvellousMe at 01273 900202, or support@marvellousme.com