



MarvellousMe Leader September Checklist

- We have trained new staff and given them their login details.
 - [Show them this 2 min overview video](#)
 - [Share this PDF 'Teacher Manual' for their ongoing reference](#)

- We have communicated our non-negotiables for teachers.
 - Discuss this [Non-Negotiables template](#) with your SLT. You can copy and paste the text into Word so it can be edited as you wish. This will ensure everyone understands the role they will play in your whole-school parent engagement plan.

- We have set up School Badges to align with our rewards, values and positive behaviours.
 - [See page 30 of the Admin Tutorial](#)

- We have set up School Activities to align with our learning priorities.
 - [See page 29 of the Admin Tutorial](#)

- We have tasked teachers and the office to get every parent joined up.
 - [Here are ideas to help](#)

- We are promoting MarvellousMe on our website and around the school.
 - Find posters and our WebKit at www.marvellousme.com/schoolbag

- We are tracking how, and how consistently, teachers are using MarvellousMe. We review this and instil best practice a couple of times each term during a staff meeting.
 - [See page 31 of the Admin Tutorial to set up the weekly performance email list](#)

- We have nominated a Champion to drive our parent engagement success and informed MarvellousMe who this is.
 - Let us know at mikki@marvellousme.com

- Our IT technician has ensured the MarvellousMe Teacher app is installed on our tablets, and that a Chrome shortcut to www.marvellousme.com is on everyone's PC, including the office.

- We have trained any new MarvellousMe Administrators on how to use the Admin portal and have shared our Office 'Non negotiables' document.
 - [Show them our 2 min summary video](#)
 - [Share this Admin Tutorial for their ongoing reference](#)
 - [See our example 'Non-negotiable' template in the Leader's section of our SchoolBag webpage.](#)

- We know that Mikki and Milli are available to help and are happy to provide a bespoke parent engagement plan for our school, including free remote training for SLT and Admin.

Need anything else? Contact us on 01273 900202 or mikki@marvellousme.com