

BOOSTER PLAN & CHECKLIST



DID YOU KNOW?

For ideas on how to get the most from MarvellousMe, see our '[Get inspired](#)' presentation.

GETTING PARENTS EXCITED

- We have informed parents that we be will sending wonderful insights home through MarvellousMe, to get them ready and excited.
 - o [You can find text for newsletter and social media here.](#)

ADMIN SETUP TASKS

- Our classes have been updated in the MarvellousMe admin system.
 - o If not, please contact us for help by [email](#) or phone (01273 900202).
- Our admin team know what to do next and how to do it.
 - o See page 9 of the [admin guide](#).
 - o Ask the office to go to our admin training portal: 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 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 18 of the [admin guide](#).
 - o See page 21 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 17 of the [admin guide](#).
 - o See page 21 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 16 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 19 of the [admin guide](#) to set up 'Weekly Snapshot Recipients'.

TEACHER TRAINING

- We have refreshed staff.

- If you are leading the refresher session, or would like teachers to refresh themselves, please use our teacher training and resources portal: www.marvellousme.com/teachertips/
- ☐ We have given staff their MarvellousMe login details.
 - The office will have received an email with the login details to pass to new teachers added to MarvellousMe, if we/you did a bulk data upload.
 - Existing teachers can log in with their existing credentials. They can reset their password using the 'Forgotten password' link, or see page 12 of the [admin guide](#) to reset it for anyone.
 - The office can add staff manually to MarvellousMe. See page 11 of the [admin guide](#).
- ☐ We have 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 how we are going to use 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](#).

BOOSTING 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.