



# Implementation Checklist

Ensure children get the most out of our Child Accounts at home and school by following the steps in each checklist.



Handing out the Phonics Hero logins once at the start of the year is not enough. To make Phonics Hero a home learning habit, you need to consistently nudge parents, just like your home reading books. Listen to one teacher describe her successful approach - [7-minute video](#).

Done?	Action
<input type="checkbox"/>	<p><b>Email Teacher Logins</b> Distribute teachers' login details. Teachers can manage and monitor their Child Accounts and access the Phonics Lessons from their Phonics Hero Welcome Page.</p>
<input type="checkbox"/>	<p><b>Letter Home for Child Accounts</b> Adjust our letter home to fit your school, available in <a href="#">English</a>, <a href="#">Spanish</a> or <a href="#">Chinese</a>.</p>
<input type="checkbox"/>	<p><b>Distribute Child Logins</b> Print off and provide class teachers with student logins to stick in reading records/diaries along with enough letters to send home.</p>
<input type="checkbox"/>	<p><b>Book a Staff Training Session</b>  <b>Your own session:</b> Book a <a href="#">free demo</a> with Phonics Hero.  <b>Recorded session:</b> Watch a 30-minute <a href="#">webinar</a>.</p> <p><b>Limited time?</b> Watch a 6-minute <a href="#">overview</a> of the teacher tools and watch the <a href="#">5-minute tours</a> of the Phonics Lessons.</p>
<input type="checkbox"/>	<p><b>Set Mid-term/Semester Diary Dates</b></p> <ol style="list-style-type: none"> <li>1. Check up on <a href="#">teacher</a> and <a href="#">student</a> usage. Then address with class teacher accordingly.</li> <li>2. <a href="#">Resend logins</a> to parents - they get lost!</li> <li>3. Email reminders or post about Phonics Hero on the school's website/app. Feel free to use our <a href="#">social media images</a> and send our video, introducing Phonics Hero.</li> <li>4. Check out the progress <a href="#">reports</a> - what areas are a lot of students struggling with? Reflect periodically and set new teaching goals.</li> </ol>
<input type="checkbox"/>	<p><b>Schedule an End of Term/Semester Phonics Hero Awards Ceremony</b> Use our <a href="#">certificates</a> to award progress, effort and more!</p>

# Class Teacher

Your aim is to give parents a clear message that Phonics Hero is an **essential** part of home learning, that you are expecting usage for 30-40 minutes a week and you will be monitoring!

Done?	Action
<input type="checkbox"/>	<p><b>Adjust Levels</b>  <a href="#">Change levels</a> based on school phonics assessment or leave on the default <a href="#">Placement Test</a>, before sending logins home.</p>
<input type="checkbox"/>	<p><b>Send out Logins</b>            Stick logins in reading records - otherwise they'll get lost. Send the introductory letter with logins (template in <a href="#">English</a>, <a href="#">Spanish</a> or <a href="#">Chinese</a>).</p> <p>Bonus: Send our <a href="#">Star Chart</a> home for parents to complete.</p>
<input type="checkbox"/>	<p><b>Poster</b>  <a href="#">Place our poster</a> at pick-up area to remind parents.</p>
<input type="checkbox"/>	<p><b>Introduce Phonics Hero at School to the Children</b>            Watch the <a href="#">child's Phonics Hero mission video</a> and discuss the storyline with children.</p>
<input type="checkbox"/>	<p><b>Teach with the Phonics Lessons</b>            If your school has paid for access to our no-prep Phonics Lessons, familiarise yourself with its functionality with our <a href="#">quick video tours</a> and start teaching from within your <a href="#">Teacher Account</a>.</p>
<input type="checkbox"/>	<p><b>Schedule Phonics Hero Time at School</b>            If children play at school, they will play at home! You can either play as a whole-class activity with the <a href="#">Learning Library</a> or use your Teacher Account to log each child in to their own <a href="#">individual account</a>.</p> <p><b>Schedule in some time for students to play</b></p> <ul style="list-style-type: none"> <li>• Before/after formal teaching</li> <li>• Intervention lessons</li> <li>• During continuous provision</li> <li>• As a rotational activity for literacy sessions</li> </ul>
<input type="checkbox"/>	<p><b>Parents Evening</b>            Use our ready-made parents evening PowerPoint (<a href="#">Letters and Sounds</a> or <a href="#">Playing with Sounds</a>) to explain how Phonics Hero works to parents. Alternatively, send this <a href="#">video link</a> home.</p>
<input type="checkbox"/>	<p><b>Check Usage Reports Each Week</b>            Review the <a href="#">usage reports</a> and check against your expectations. Pinpoint children who aren't using and discuss any barriers with parents.</p>
<input type="checkbox"/>	<p><b>Review Reporting Data</b>            Schedule a time to review the <a href="#">progress reports</a> - are there any patterns emerging? Adjust your teaching based on the results.</p>