Implementation Checklist

Ensure children get the most out of their Child Accounts at home and school.

Literacy Coordinator

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
☐	**Teacher Logins** New teachers should have received an email inviting them into the school's account. If the email is not in their inbox, ask them to check their junk folder.
☐	**Distribute Child Logins** Print off and provide class teachers with student logins along with a personalised letter to send information home.
☐	**Book a Staff Training Session** **Your own session:** Book a free demo with Phonics Hero. **Recorded session:** Watch a 30-minute webinar. **Limited time:** Watch a 6-minute overview of the teacher tools and watch the 5-minute tours of the Phonics Lessons.
☐	**Set Mid-term/Semester Diary Dates** 1. Check up on teacher and student usage. Then address with class teacher accordingly. 2. Resend logins to parents - they get lost! 3. Email reminders or post about Phonics Hero on the school's website/app. Feel free to use our social media images and send our video, introducing Phonics Hero. 4. Check out the progress reports - what areas are a lot of students struggling with? Reflect periodically and set new teaching goals.
☐	**Schedule an End of Term/Semester Phonics Hero Awards Ceremony** Use our certificates to award progress, effort and more!

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
☐	**Adjust Levels** Change levels based on school phonics assessment or leave on the default Placement Test, before sending logins home.
☐	**Send out Logins** Send home Login Cards along with a personalised letter to help get them started at home. Bonus: Send our Star Chart home for parents to complete.
☐	**Set up a Wall Display** Use our ready-to-go wall display kit to spark student interest and boost engagement.
☐	**Poster** Place our poster at pick-up area to remind parents.
☐	**Introduce Phonics Hero at School to the Children** Watch the child's Phonics Hero mission video and discuss the storyline with children.
☐	**Teach with the Phonics Lessons** If your school has paid for access to our no-prep Phonics Lessons, familiarise yourself with its functionality with our quick video tours and start teaching from within your Teacher Account.
☐	**Schedule Phonics Hero Time at School** If children play at school, they will play at home! You can either play as a whole-class activity with the Learning Library or use your Teacher Account to log each child in to their own individual account. **Schedule in some time for students to play** • Before/after formal teaching • Intervention lessons • During continuous provision • As a rotational activity for literacy sessions
☐	**Parents Evening** Use our ready-made parents evening PowerPoint (Letters and Sounds or Playing with Sounds) to explain how Phonics Hero works to parents. Alternatively, send this video link home.
☐	**Check Usage Reports Each Week** Review the usage reports and check against your expectations. Pinpoint children who aren't using and discuss any barriers with parents.
☐	**Review Reporting Data** Schedule a time to review the progress reports - are there any patterns emerging? Adjust your teaching based on the results.