See
Say
Write

Hi there,

This document is a detailed and easy-to-follow checklist. It will take you from first discovering See Say Write, to full implementation of the program. You will be directed to the different tools contained in this resource pack, including email templates, planning considerations and other shortcuts to make the implementation of See Say Write as easy as possible. The checklist starts at number 1.

If you don't have sufficient authority to introduce the program in school, you can help put it on your school's agenda by using our pre-drafted email titled '01. Informing Senior School Leadership' in the 'Email Templates' folder.

1. Understand the See Say Write program and resources (10 mins)

    a. Read the two most important pages on our website to gain a full understanding of See Say Write. Those two pages are:
        i.   The Program (Watch the 3-minute video at the top of the page)
        ii. Products and Pricing
    b. Watch an example video lesson.

2. Determine if See Say Write can add value in your school (5 mins)

    a. In this resource pack, go to the 'Misc' folder and open the document titled 'Do We Need See Say Write?'. Use it to determine if/where/how See Say Write can be used in your school.
    b. Answer all questions with "Yes" or "No" before returning to this document.

3. Inform relevant staff members about your initial thoughts/plans for See Say Write (5 mins)

    a. Go to the 'Misc' folder and open the 'Change Management Tips' document. This will take 3 minutes to read and may help you introduce the change in school.
    b. Go to the folder titled 'Email Templates' and open the document titled '02. Informing Relevant Staff of Initial Thoughts or Plans'
    c. Follow the simple guidance contained within before returning to this document.

4. Host an initial meeting to discuss value and feasibility (15-20 mins)

    a. Invite key stakeholders to an initial planning meeting where you can:
        i.   Ensure everyone understands See Say Write
        ii. Highlight where it can add value
        iii. Assess any issues or objections
    b. Go to the folder titled 'Email Templates' and open '03. Hosting an Initial Meeting to Discuss Value & Feasibility'.
    c. Alongside an email template, this document suggests who to invite and the best way to run the meeting.

5. Update the relevant staff members (5 mins)

   a. Teaching staff will likely be more engaged and motivated if they feel valued and included in decision making process. Offer them a quick update and remind them that their input is valued.
   b. Go to the folder titled 'Email Templates' and feel free to use the '04. Updating Relevant Staff Members' before continuing this checklist.

6. Host a detailed planning meeting

   a. Invite key stakeholders to a detailed planning meeting (or 2-3 smaller meetings) where you can determine:
      a. Which year groups/classes would benefit from the program
      b. The number and types of resources that are needed
      c. Staff training (provided by See Say Write)
      d. Phonics assessment (provided by See Say Write)
      e. A likely start date to begin using the program

   b. Go to the folder titled 'Email Templates' and open the '05. Hosting a Detailed Planning Meeting' document. This will also direct you to further resources (i.e. 'Key Planning Considerations') which will facilitate a smooth implementation.

7. Inform relevant staff of the plan (10 mins)

   a. This should be done only after obtaining approval to purchase See Say Write resources.
   b. If See Say Write is going to be a significant change in your school's teaching activity, it may be sensible for the school principal to make the announcement. This will ensure the message carries sufficient importance and attention.
   c. Go to the folder titled 'Email Templates' and use the '06. Informing Relevant Staff of the Plan' document. Ensure all the necessary 'Planning Considerations' are communicated to the wider staff.

8. Inform relevant parents (as needed) (10 mins)

   a. Unless you're using See Say Write for homework, this step is optional and may only be required for particular schools. If you do choose to inform the parents, the school principal is likely to be best person to conduct the communication. An email template exists ('Email Templates' > 'Announcement for Parents'), however the communication may be preferable in a routine speech or newsletter.
   b. If parents are eager to engage, ensure the principals' announcement is followed by more detailed instructions. Parents should be sent the Simple Overview video, and the Guidance for Parents.

9. Set personal reminders for check-ins and milestone ideas (5 mins)

a. As needed, set a personal reminder to:
   i. Check in with the following personalities, to ensure they feel supported:
      1. The training lead/s.
      2. The assessment lead/s.
      3. The grade/subject/year lead/s.
   ii. Conduct lesson observations to coach and advise teachers.
   iii. Host knowledge/skill sharing sessions with the teachers. Teachers may benefit from visiting each other's classrooms to observe.
   iv. To routinely gain feedback from the teachers and review the progress of student's phonics ability. Continually assess the value of See Say Write.
   v. Consider streaming students into targeted learning groups, ideally after 1 year of using the program.

10. <u>Read a 'Note From Jessie'</u> (2 mins)

   a. Please read a very short message from me (Jessie), the Co-Founder, to help us continually improve this resource pack. You can find the note in the 'Misc' folder.

And that is it! The job is done! We hope this guidance has been helpful. Please do get in touch at info@seesaywrite.com or feedback@seesaywrite.com.

Thank you.