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**Frog** Health-check Plan

**This plan provides the goals that form the foundation of Frog usage in a school. Once the foundations have been achieved, each schools Frog journey can become unique to the schools requirements. Have a read through and tick the goals that you have already achieved so you can identify the ones that need development.**

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| **Goal** | **Leadership backing**  | **Success criteria** | **Achieved? 🗸** |
| **Actions** | Head to explain to others why a decision has been made to use Frog. | All staff are aware of why the Head is backing the use of Frog, project is seen as high priority.  |  |
| Head to appoint at least one member of the SLT to lead the Frog project. | SLT is driving the project within the school.All staff are aware of the strategic vision and know who is responsible for delivering success. |  |
| **Goal** | **Establish Frog team**  |  | **Achieved? 🗸** |
| **Actions** | Elect Frog Team and ensure all users know their role. | There are strong team bonds, responsibilities are shared.Frog team mutually support each other. |  |
| Familiarise Team with Frog Improvement Framework.  | Team can see Frog’s potential. |  |
| Understand the importance of working as a Team.  | A united Team working towards a common goal. |  |
| **Goal** | **What’s your Frog vision**  |  | **Achieved? 🗸** |
| **Actions** | Identify key areas within your school development plan that Frog can compliment to help you achieve success. | Frog vision mirrors school’s strategic aims.  |  |
| **Goal** | **Share the news** |  | **Achieved? 🗸** |
| **Actions** | Inform all stakeholders Frog has arrived, this includes students, parents, governors. Share the vision you have for Frog, identifying what’s in it for them and how Frog’s journey is integrated into the school development plan.  | All school stakeholders are aware of what Frog is and what plans there are for rolling out the platform. They can see the benefits Frog can bring and they are committed to making Frog a success. |  |
| **Goal** | **Personalise your Frog**  |  | **Achieved? 🗸** |
| **Actions** | Schools with a bespoke design will complete their design phase. For those schools with an express Frog platform, personalise the look of your platform mirror school’s ethos. | Your platform mirrors your school’s identity and therefore users will buy in to the new technology. |  |
| **Goal** | **Frog training**  | **Success criteria** | **Achieved? 🗸** |
| **Actions** | Frog Coordinator to complete Admin Training. | Frog coordinator knows how to install and run Frog’s MIS extractor. Can confidently look after the server. |  |
| Network Manager to complete Architect Training. | Network Manager can easily navigate around the back end of Frog and helps Frog Champions resolve technical ‘how to’ questions.  |  |
| End user training for Frog Champions, including Network Manager and Frog Coordinators  | All can confidently train other staff. |  |
| Review vision – do champions need any specialised training? For example how to set up departmental areas, create podcasts.Ask each Frog Champion to focus on a different Frog functionality so they become a specialist in a field.  | Goals are achieved more efficiently. Knowledge is transferred amongst the champions, this strengthens the team bond.  |  |
| Rollout Frog training to other staff * 10 easy things to do with Frog
 | Staff can create new pages in Frog. Increase in the number of Frog Champions. Learning resources are continually developed. |  |
| Drip feed training for additional functionality to all staff:* Weekly tip of the week that appears on staff dashboards
* Twilight sessions at the start of term to remind staff
 | Staff know about Frog functionality – they are not overwhelmed.  |  |
| **Goal** | **Internal support network**  |  | **Achieved? 🗸** |
| **Actions** | Encourage users to ask questions. On the dashboards create a small form to allow users to submit help question. Form should be automatically emailed to Head Frog Champion and Network Manager.  | Staff feel supported through their Frog journey, knowledge is improving.   |  |
| Create an area where all training materials about Frog can be uploaded to. Create how to videos on your platform to deliver new features training.  | Staff learn how to use Frog at their own pace. New staff get up to speed with how Frog works easily. Frog training does not require its own insect day or training day. |  |
| **Goal** | **Plan of action**  | **Success criteria** | **Achieved? 🗸** |
| **Actions** | Review Frog’s School Improvement Framework.  | Staff are aware of potential areas Frog can be used to improve the school. |  |
| As a team, complete your online evaluation of where your school is now.  | Staff have a baseline to help measure the impacts Frog can make on the school. |  |
| Define short term and long term goals relevant actions and owners. | All Frog Champions are aware of the goals and what role they can play in achieving success. |  |
| **Goal** | **Create a buzz** |  | **Achieved? 🗸** |
| **Actions** | Let staff and students know Frog is coming – get Frogged up, advertise the arrival of Frog in your school Free resources available on [www.frogtrade.com/SLT](http://www.frogtrade.com/SLT) | Staff and students are excited about using Frog. |  |
| **Goal** | **Tailor your Frog to encourage daily usage**  |  | **Achieved? 🗸** |
| **Actions** | Add email, notices, calendars, staff cover to Frog. | Usability increases, accessing Frog becomes second nature. |  |
|  | Identify what other online applications are used within the school that can be linked into Frog. | Frog is the central place for all online applications.  |  |
| Create treasure hunts within your platform, encourage uses to find things hidden on different pages. Give winners prizes. | Users know how to navigate around Frog easily. |  |
| Create your own you tube, video all events, student performances that take place in your school. | Students, staff, parents login to Frog on a regular basis to see the latest videos. Everyone feels part of the school. |  |
| **Goal** | **Launch Frog to staff**  |  | **Achieved? 🗸** |
| **Actions** | Hold a staff assembly – let them know what Frog can be used for. Share the school’s vision of Frog and explain the roll out plan for Frog in your school.Provide staff with the ability to login to Frog so they know how to login and have the opportunity to ask questions | All staff buy in to Frog and they are excited about using Frog. |  |
| **Goal** | **Online access to learning resources**  |  | **Achieved? 🗸** |
| **Actions** | Departmental resources and shared resources are collated ready to upload into Frog. These could be collated during an inset day. Share the load, by encouraging each Department Head to take ownership of their Departments migration.  | Frog is the focal point for learning resources and accessed regularly. Staff share resources with each other.  |  |
| **Goal** | **All information is available online** | **Success criteria** | **Achieved? 🗸** |
| **Actions** | Encourage staff to use Frog as the sole source of information and promote no printing or emailing of documentation – show cost saving examples from other schools.  | Frog profile is high, copying costs are down. Documents and recourse booking are centralised. Reduced printing, increased use of Frog as an information resource.  |  |
| All teaching content/revision materials to be created and stored in Frog.SLT will need to review and monitor Frog usage, to encourage all staff to be consistent.  | Frog is the central resource for all learning resources. Frog is embedded into the school.  |  |
| Encourage each subject area to create one e-learning objective that is specific to them i.e. English department create forums to allow students to review books online or Foreign languages students can create their own Podcasts in another language. | Frog functionality is further utilized within the school. Other departments see the potential of Frog, more interactive resources are created.  |  |
| Showcase examples of good department work in staff meetings. ‘Frog department of the month’ | Other staff learn new ways to use Frog. Department Frog usage increases.  |  |
| **Goal** | **Launch Frog to students** |  | **Achieved? 🗸** |
| **Actions** | Get Frogged up – screen savers, posters, badges etcEncourage positive online behaviours | Frog is live and has a pupil voice. |  |
| Recruit Student Frog Wardens to help monitor and guide how students are using Frog. See Frog community for job descriptions. | Frog is cool/trendy not just learning resource.  |  |
| Encourage students to use Frog for extracurricular activities* Transfer Schools ‘houses’ communication to Frog, students can update information more easily
 | Frog is not just a learning platform, pupils are collaborating with each other. Student community grows within Frog the platform is central to the schools needs. |  |
| Celebrate learning showcase students achievements via an online school exhibition site | Sharing increases across year groups, more pupils are creating great things in Frog. |  |
| **Goal** | **Engaging resources for students**  | **Success criteria** | **Achieved? 🗸** |
| **Actions** | Provide twilight or inset training to staff to show them how Frog can help them create engaging resources. Show staff how to:* Upload videos
* Create podcasts
* Add picture files
* Create quizzes
* Use discussion forums
 | Students are more involved in lessons when using resources created via Frog. Staff are more creative, in the long term learning and grades improve.  |  |
| Ask students to review the materials created by staff. | Resources are fit for purpose – written by students for students.  |  |
| **Goal** | **Extend learning day**  |  | **Achieved? 🗸** |
| **Actions** | Set target to ensure a certain percentage of homework is set via Frog (quick issue work) | Time is saved by setting and marking work online.  |  |
| Homework is not just an essay – push staff to set interactive homework, get students to upload sound files, video galleries, create websites.  | Students spend longer completing homework as they are using online resources they are more familiar with.Students learn new IT skills and an acceptable way to behave online. |  |
| Discuss topics at home on discussion forums.  | More detailed and high level responses are provided as students read each other’s responses before responding. |  |
| **Goal** | **Launch Frog to parents** |  | **Achieved? 🗸** |
| **Actions** | Create parent focus group to identify what things parents would like information on, such as: trips, surveys, uniform, cashless catering, news letters | Frog is improved to meet parents needs.Parents ideas come to fruition. |  |
| Review how Frog can be launched to parents:* Create parent facing webpage
* Make regular communications online
* Show parents how they can find out about what their child has been learning, what homework has been set
* Frog Voice can be used to encourage 2 way communication between School and parent
 | An action plan is created taking into account parents ideas.Trial of parents portal with the focus group of parents is a success. |  |
| Launch Frog to parents, during parents evenings provide parents with login details to Frog. Show them how to log in and what information they can find online  | Direct communication link with parents Parents become more in-tune with their child’s school life |  |
| Parents begin to use Frog | Parents engage more with their children and can actively help with their education. Student achievement levels are raised.  |  |
| **Goal** | **Create a CPD Portal**  |  | **Achieved? 🗸** |
| **Actions** | Expand the training pages to create a CPD portal. Encourage staff to use this area to share other CPD areas.  | CPD portal is created, staff begin to collaborate on CPD  |  |
| Refresher training – encourage staff to use the CPD portal to refresh their Frog knowledge | Staff continuously learn new skills in Frog, their learning resources created in Frog remain fresh and engaging. |  |
| Promote staff to video how they use Frog in a classroom to engage students. Great way to share best practice and show teachers new ways to use Frog. | All staff confidently use Frog on a daily basis in an engaging way during lessons. |  |
| **Goal** | **Student Voice**  |  | **Achieved? 🗸** |
| **Actions** | Let students share their views, create a form on the student dashboard, request them to respond to a statement. E.g. I love my school because…..Share the comments will all users online.  | Students read each other comments and take pride in reading how students have described their school. Feeling of ownership increases.  |  |
| Let students take ownership of their own notices boards. Allow Frog wardens to write the students notices. | Students are more likely to read notices as they know they have been written by fellow students. |  |
| Provide each year group with their own online newsletter webpage, allow the students to submit articles/photos that matter to them. The same page can be shared with parents to help see what goes on at school.  | Students develop the journalistic writing skills. Other students can see what happening in the school and are encouraged to participate in pastoral activities too.  |  |
| **Goal** | **Student democracy**  |  | **Achieved? 🗸** |
| **Actions** | When a new student group are being elected, allow students to create a website for themselves in Frog. This can be used to promote themselves and their manifestoes.  | Students learn new IT skills and learn how to express themselves in a different medium.  |  |
| **Goal** | **Launch Frog to Governors**  | **Success criteria** | **Achieved? 🗸** |
| **Actions** | Your Frog contains a Governors portal to allow them to take advantage functionality available in Frog. For example, emails, file storage for meeting agendas/minutes, social networking. Provide governors with their own logins to this area. | Governors regularly login to Frog to read schools news.  |  |
| **Goal** | **Review and monitor progress**  |  | **Achieved? 🗸** |
| **Actions** | Complete online evaluation using Frog’s School Improvement Framework.  | Progress has been made in target areas, the spider graph is different this time round.  |  |
| Review how Frog re-launch has progressed so far with Staff and students.  | Objectives are redefined in line with progress. End users see their ideas put into action.  |  |
| Begin setting targets to encourage both staff and students to use Frog more, to keep the momentum goingSelect a few targets to become a compulsory component of teachers CPDAll targets set need to be monitored and progress recorded. If targets are not met the SLT will need to provide encouragement. For example:* All course work for years 10 and 11 must be set via Frog
* At least one new departmental worksheet must be added to every department on weekly basis
 | Frog is an essential IT application students and staff cannot live without. |  |
| Identify how Frog can help the school achieve improvements in the School’s overall improvement plan i.e. transition, parental engagement, home learning, independent learning, student leadership, student engagement  | Frog progress increases in line with the schools plan for IT usage. Overall increased improvements in the School.  |  |

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