



## SCHOOLCOMMS IMPLEMENTATION PLAN

	Action	Notes	Name	
1	Install Schoolcomms on main admin computer	Go to <a href="http://www.schoolcomms.com/download">www.schoolcomms.com/download</a> and follow the installation instructions.		
2	Create an account	Select 'Create an account' and follow the wizard. Enter the PO number and email to <a href="mailto:support@schoolcomms.com">support@schoolcomms.com</a> or fax the order to 0844 445 7148. Await the activation email.		
3	Send a letter to parents informing of the intention to use email and text and asking them to confirm their details.	Sample letters from a choice attached at Appendix A Update SIMS data from the reply slips. Note any parents that want to opt out.		
4	QRG and training	Read through the Quick Reference Guide – see appendix View the training videos at <a href="http://www.schoolcomms.com/tv.aspx?id=importwizard">http://www.schoolcomms.com/tv.aspx?id=importwizard</a> and <a href="http://www.schoolcomms.com/tv.aspx?id=linkedpeople">http://www.schoolcomms.com/tv.aspx?id=linkedpeople</a> These will help you to make your choice of settings, and ensure that you have the data in the right place in SIMS.		
5	Log in for the first time and Import data from SIMS .net	Log in via the desktop icon using the credentials you have been given. Choose the import settings and run to import the names, groups and contact details from SIMS.		



# Schoolcomms



## The School Communications System

6	Check data for validity/omissions	Check the data issues report for invalid addresses and numbers. Correct in SIMS and then re-run the import.		
7	Opt out parents who do not wish to receive electronic communication	Go to School Members and Groups/Manage School members and mark the parents that want to opt out (if any).		
8	Increase the number of email addresses in SIMS	Consider asking parents to email in to the office from their preferred email address. Then copy and paste the addresses into SIMS. Easy and less error prone! Alternatively text the parents and ask them to text back with their email address. Again these can be copied and pasted into SIMS from the Received SMS messages management report.		
9	When parents inform of new details update information on SIMS .net	Make changes in SIMS and then run the import to refresh Schoolcomms.		
10	Import routine	Decide which member of staff will maintain the contact details in SIMS and regularly run the import in Schoolcomms. Only one person needs to do this as the data stored on the Schoolcomms server is then accessible to all users in the school.		
11	Multi user management	With a single user licence decide how you will use the credentials to prevent concurrent log ins.  If you have a multi user licence, go to Manage users and set up other user accounts. Choose whether they wish to use their own 'reply to' address.		



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12	Install Schoolcomms on multiple computers/laptops/home computers	Download and install Schoolcomms from <a href="http://www.schoolcomms.com">www.schoolcomms.com</a> on any computers that you would like to access Schoolcomms from.		
13	Install the SIMS licence key	This is an optional task and enables Schoolcomms to be used from inside SIMS. This routine uses SIMS dbupgrade and you may need to log a call with your SIMS support team. See the instructions at <a href="http://www.schoolcomms.com/help/hlpInstallingLicenceKey.html">http://www.schoolcomms.com/help/hlpInstallingLicenceKey.html</a> and find the key at C:\Program Files\Schoolcomms\SIMSLicence .		
14	Templates	Create templates for regular messages and to determine the house style. Brief staff as to message protocol in school.		
15	Staff briefing	Inform staff to use Schoolcomms to save time and paper. Explain how to create messages using the templates, select recipients and send, and how responses will be dealt with.  Ensure that you forward the Quick Reference Guide and e-newsletters to any staff that will be using Schoolcomms.  Ask staff to suggest other uses that email and text could be used for that would save time and money.  Explain to staff how the attendance monitoring works and that they will see the absence code written and the reason for absence in the comment box in SIMS. Existing absence marks cannot be overwritten. You can choose not to write back the comment if necessary.		



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16	Absence Management	Train the Attendance officer on the Attendance process in Schoolcomms. Inform parents of the new routine for absence management in school.		
17	Develop the teaching staff use of Schoolcomms for positive reinforcement	Consider using Schoolcomms for other purposes in school e.g. for exam reminders, behaviour incidents and positive reinforcement.		
18	Disaster Recovery Plan	Include Schoolcomms in your plan, and ensure that the correct staff have Schoolcomms installed at home in case of emergency and that the login credentials are kept securely at all times.		
19	Sit back and have a cup of tea.....			