



Rollout tips

1 Set [FormTimeSorted.com](https://www.formtimesorted.com) as your homepage (or add a link on your intranet or website)

Staff are more likely to use the site daily if it's the first thing they see when they open the internet. Most new initiatives fizzle because old habits die hard, so keep the site visible until it becomes the new habit.

2 Print the workbooks

If you plan to use the free pdf workbooks, you'll need to get them printed. They're only 4-5 pages per student per half term, so they won't break the budget.

We recommend A5 booklet format.

They're great for evidencing your provision of SMSC...

3 Send out the link

In 'my account' you can generate a shareable 'magic' link. It takes staff direct to the site, and logs them in, all without having to actually share the password with them.

Some successful ways to share this:

- Put it in your email signature.
- Get them to add it to their 'favourites' during a meeting if you're on laptops.

4 Follow the schedule!

You probably already have a rotation of news, literacy, numeracy, smsc, and assembly days. If not, there's a blank schedule you can print in the rollout pack. If it's news day, open the news tab, and so on!

The resources will be there waiting for you.