

Kingsmead

CARE

ASPIRATION


RESPECT

DETERMINATION

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www.kingsmead-school.com

Wednesday 6th September 2017

Dear Year 7 Parent/Carer,

We are pleased to give you access to the Kingsmead School Firefly Parent Portal, where you will see up-to-date information about your child (or children) and be kept informed of relevant school information.

On the portal, you will see your child's:

- Timetable
- Attendance
- Home learning tasks set by subject teachers
- Reports (for you to download) **First Year 7 report issued on Thursday 8th of February 2018.**

You will be notified by email when reports are available on Firefly.

If you do not have access to the internet to access your child's report online please return the attached slip to reception by Friday 29th of September.

You will find details of how to login to the Kingsmead School Firefly Parent Portal on the following pages. You will also find guidance on how to navigate the portal to best support your child.

If you have any issues in accessing the Firefly Parent Portal please email:
fireflyparent@kingsmead-school.com

Thank you for your support with this new initiative.

Yours sincerely



Mr Mark Williams
Deputy Head Teacher

Logging On

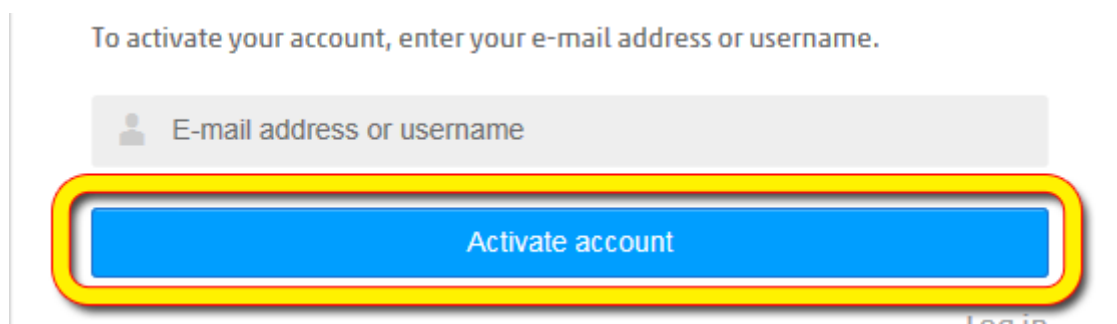
1. In your browser (on any device, PC, Mac, iPhone, iPad, Android etc), go to www.kingsmead-school.com and click on Firefly.



2. Click on the 'Activate your account' link.

A screenshot of the Kingsmead School Firefly login page. The page has a blue header with 'Kingsmead School'. Below the header, it says 'Login using your e-mail address or username'. A note reads 'Staff & Students please remember to use your @kingsmead-school.com email.' There are two input fields: 'E-mail address or username' and 'Password'. A blue 'Log in' button is below the fields. At the bottom, there is a green box with a yellow border containing the text 'Logging in for the first time? Activate your account.' To the right of this box is a link that says 'I've forgotten my password'. The Firefly logo is in the bottom right corner.

3. On the next screen, enter the email address that the school already holds on record for you, and click 'Activate account'.



To activate your account, enter your e-mail address or username.

E-mail address or username

Activate account

Login

4. The parent portal will then send you an email. Please check your junk filters if you do not receive the email.

5. Click the link that appears in your email.

6. You will then be asked to create and confirm a password of your choice.

7. Once you have done this, choose Activate Account.

You will now be logged on to the parent portal. The next time you log on with your parent account, simply use your email and the new password you have just created.

Keep returning to keep up-to-date with your child's progress and the school's latest information for parents.

You will be sent an email when the next report becomes live.

Please note

***You will only need to register once to access all of your children's records.**

***When logged in you can only see yourself as a parent on your child's profile.**

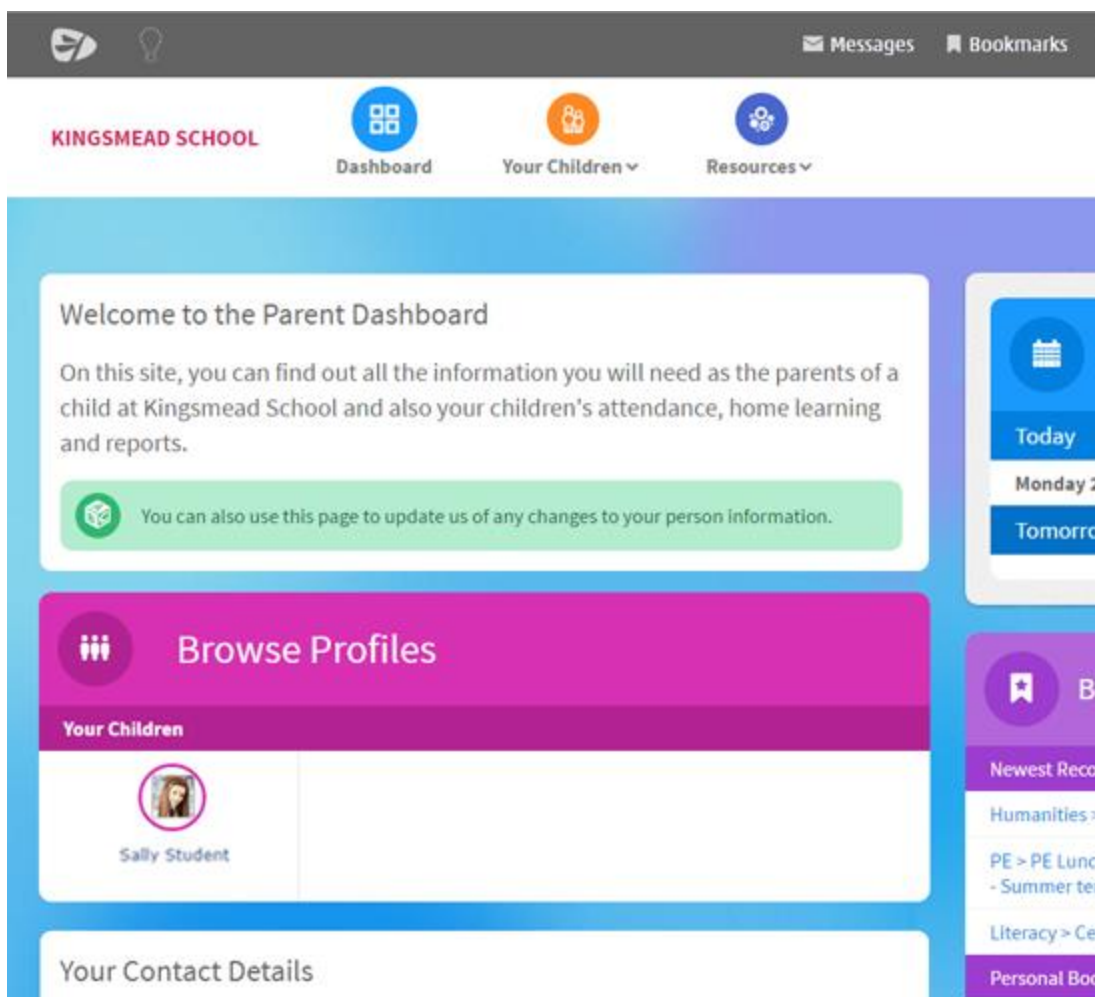
*Where both parents share the email address registered on our system you will only be able to activate one Firefly account and will share this as you do your email address.

Using the Parent Portal

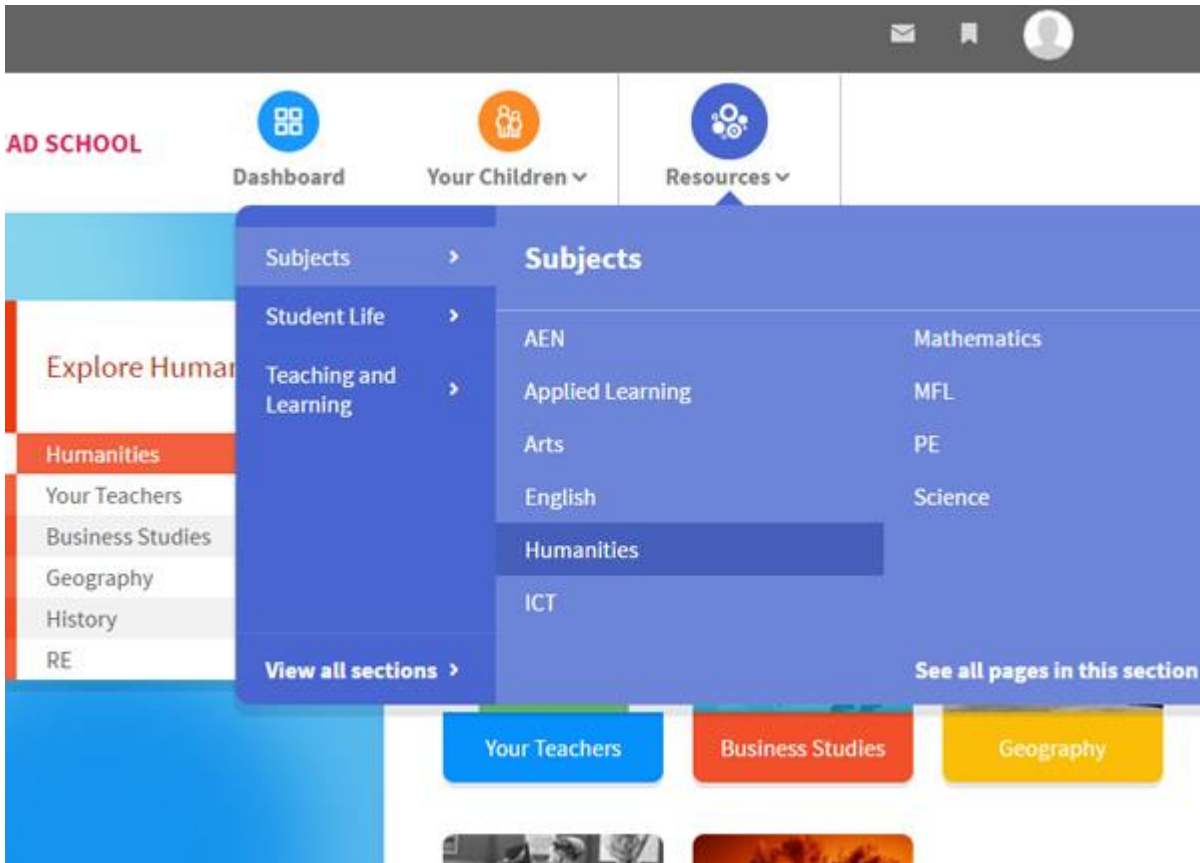
Firefly's Parent Portal gives every parent their own login and provides access to general material as well as targeted content for you and information about your children. This includes the timetable, home learning tasks, attendance, and reports. All this information is accessed from the Parent Portal Dashboard.

Here are some of the key things you can expect to find within the Kingsmead Parent Portal.

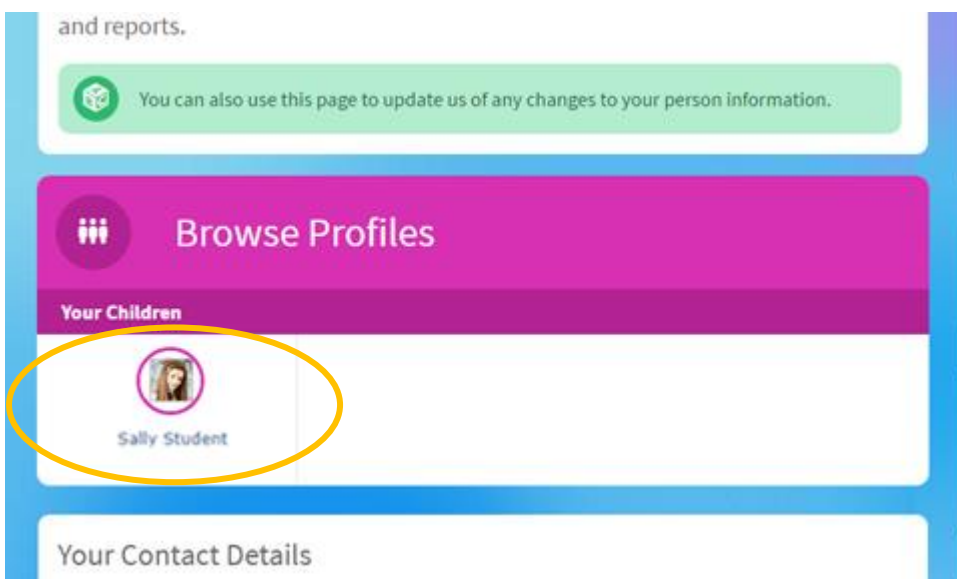
1. [Log in](#) with the email address and password that you have created previously.
You will be presented with the Parent Dashboard as seen below:



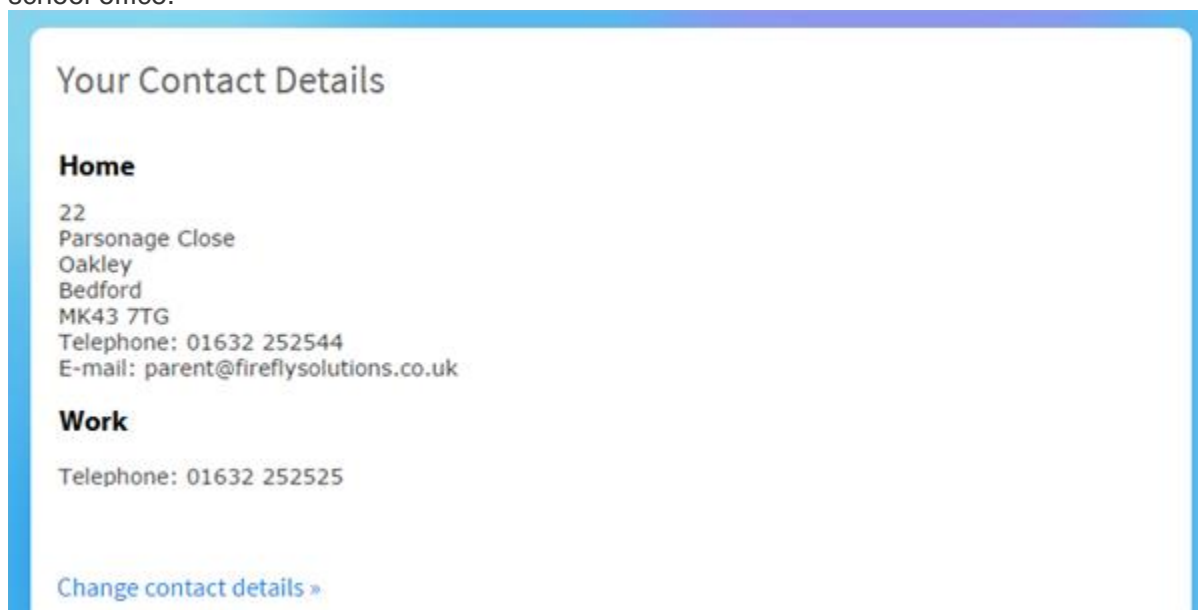
2. Choose subjects or sections from within the [Resources](#) menu located on the navigation bar to view pages that have been created to support your child's learning. [Bookmark](#) pages to help you find them again quickly. Subject content is developing all the time.



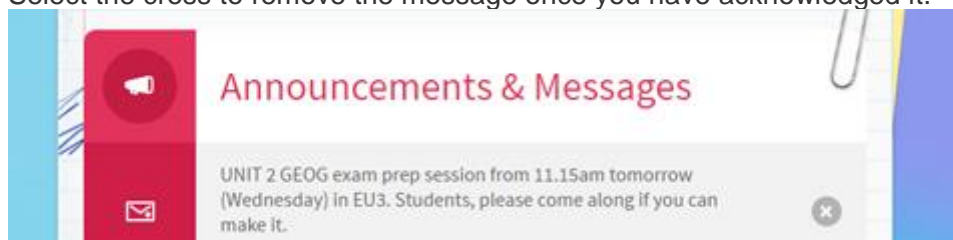
3. From the Parent Dashboard click your child's name to [view their profile](#) and find out information such as home learning, timetable, attendance and reports.



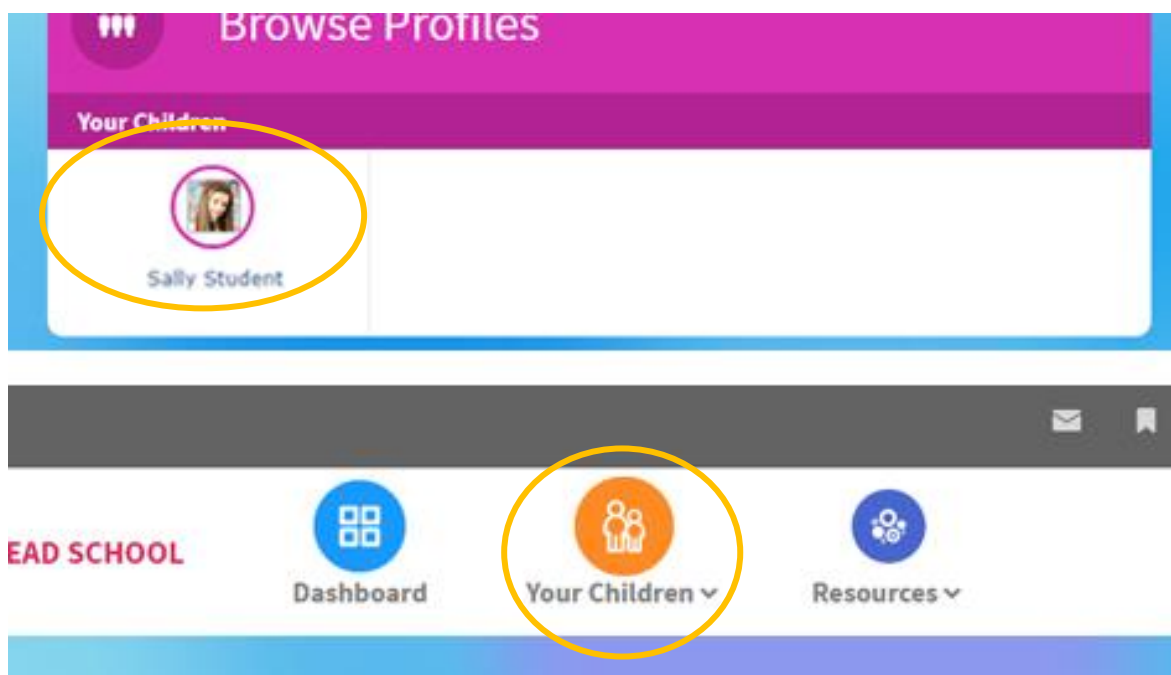
4. Update your contact details quickly and easily via Parent Portal. Choose the Change contact details link, update your contact information and choose Update details. Your updated information will be sent to the school office.



5. View announcements and messages that have been sent. Select the cross to remove the message once you have acknowledged it.



6. When you are logged in to the Parent Portal, you can choose the link to your child from the Dashboard, or from the navigation bar



7. This takes you to your child's profile. From here you can view Key Facts about their classes, timetable, home learning tasks, attendance, and reports.

KINGSMEAD SCHOOL

Dashboard Your Children ▾ Resources ▾

Profile: Sally Student

Key Facts

Parents / Guardians: **Paul Parent**

Attendance

Summary from 01/08/2015 to date

■ 93.7% PRESENT, ■ 1.3% LATE, ■ 5.0% ABSENT: AUTHORISED, ■ 0% ABSENT: UNAUTHORISED

[See more attendance information >](#)

Reports

This Academic Year

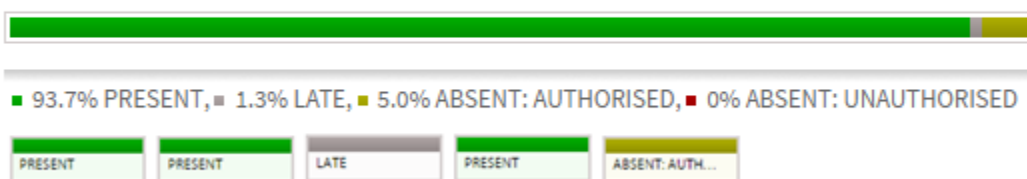
Year 10 Interim Report - June 2016
PUBLISHED 13 JUNE 2016

[View Report](#)

8. Keep track of your child's attendance from the Parent Portal by viewing the colour coded attendance log. The attendance data is accurate to the previous day.

Attendance

Summary from 01/08/2015 to date

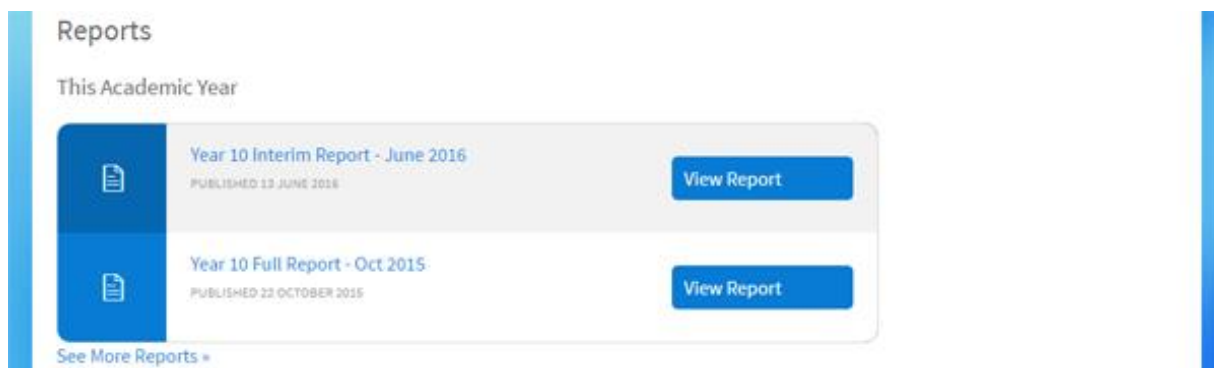


[See more attendance information >](#)

*Please note that if your child is showing late marks these are deducted from the present mark, but not included in the absent mark. A late mark is recorded where a student is up to 30 minutes late for registration in the morning and/or afternoon.

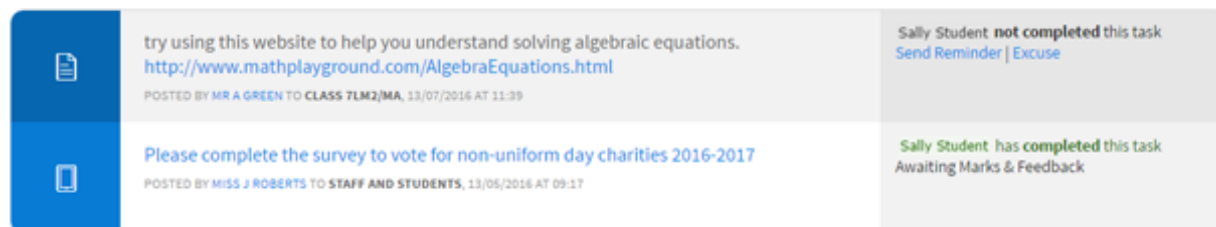
9. School reports will be displayed in Parent Portal. To access your child's report, choose the report that you would like and select View Report. This will enable you to open an electronic copy of the document.

Please note – you will see this only when the first report is published.



10. Go to Outstanding tasks that teachers have set to keep a track of all home learning tasks that are being set for your child on Firefly via the Parent Portal. View the task details and when it is due. Select the hyperlink for more information about the task.

Outstanding tasks others have set Sally Student



11. Scroll down to the bottom of your child's profile for an up to date copy of their timetable.