

IMPORTANT
Please keep safe for September 2021

Dear Year 7 Parent/Carer

Firefly Parent Portal

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)

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 can you inform the school.

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.

Training Videos on how to use Firefly will also be available on our YouTube Channel.

If you have any issues in accessing the Firefly Parent Portal please email:

fireflyparent@kingsmead-school.com

Thank you for your support.

Yours sincerely

Mark Williams

Mark Williams
Head Teacher

CARE

ASPIRATION

RESPECT

DETERMINATION

Wiveliscombe, Taunton, Somerset, TA4 2NE

 contact@kingsmead-school.com

 01984 623483

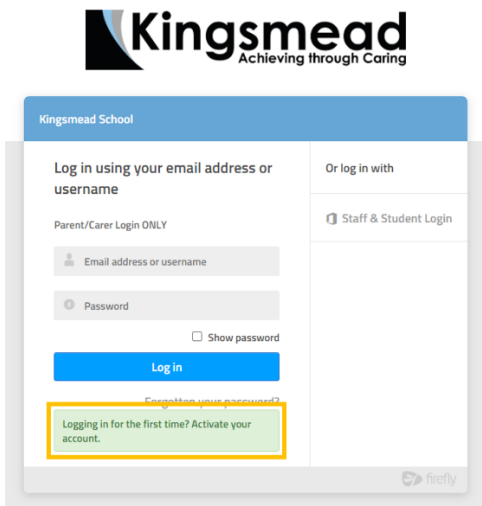
www.kingsmead-school.com

Activating and Logging into Firefly

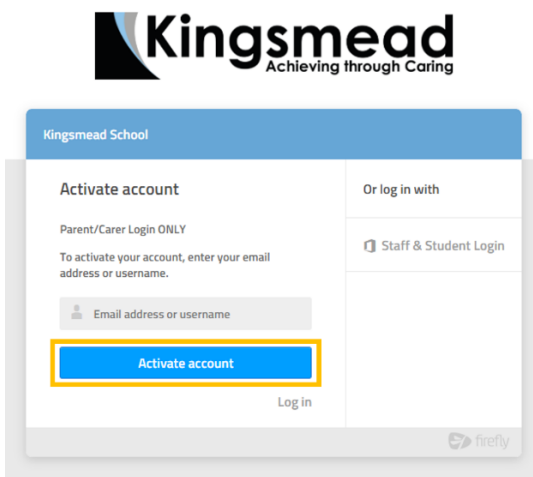
1. In your browser (on any device, PC, Mac, iPhone, iPad, Android etc) go to www.kingsmead-school.com and click the Firefly icon.



2. Click on the 'Logging in for the first time? Activate your account.'



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



4. The parent portal will 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.

Please enter a new password

Your username is
username@email.com

Password

Confirm password

Your new password must be at least 8 characters long.

Activate account

You will now be logged onto 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 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:

Welcome to the Parent Dashboard

On this site, you can find out all the information you will need as the parents of a child at Kingsmead School and also your children's attendance, home learning and reports.

You can also use this page to update us of any changes to your personal information.

Remote Learning Help | Online Safety Updates for Parents/Carers | Student Lateral Flow Home Test | Kingsmead Canteen

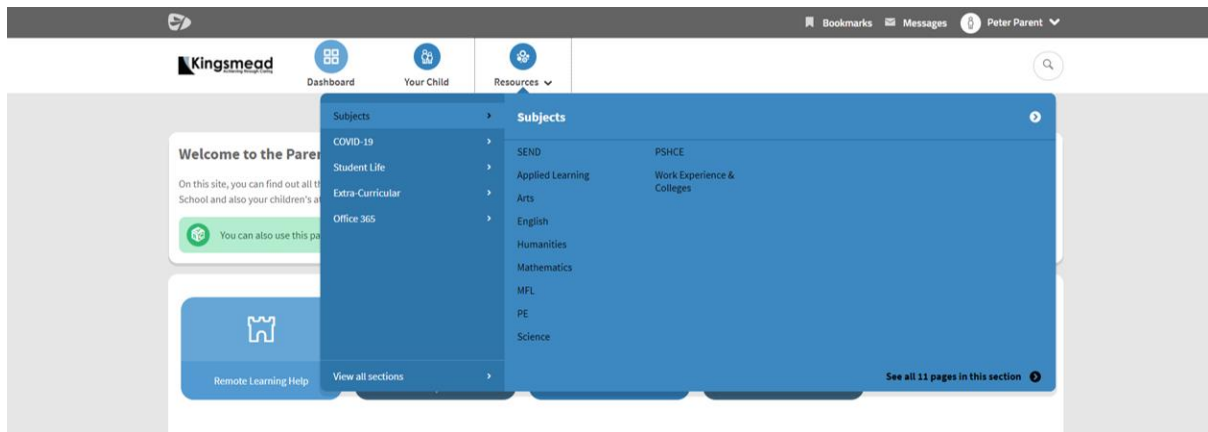
ICT Training - YouTube Playlist

Announcements & Messages

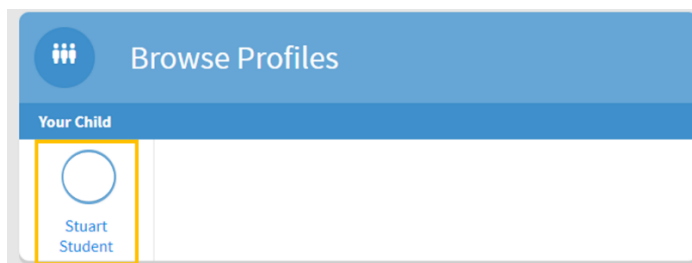
Good Afternoon, The Year 7 full written reports are now available on Firefly. If you have any issues accessing the Firefly Parent Portal please email: fireflyparent@kingsmead-school.com

How to access Teams

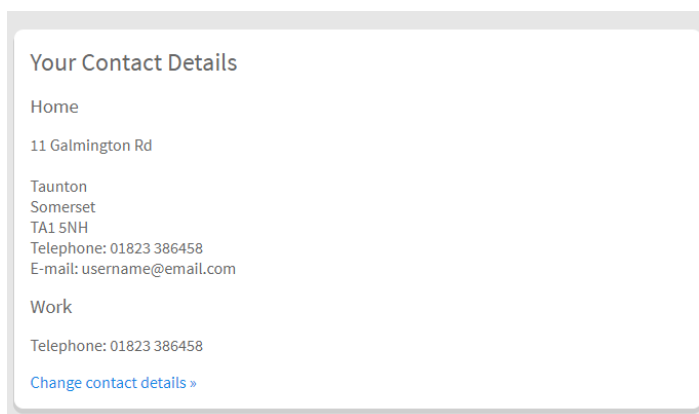
2. Choose subjects or sections from within the Resources menu located on the navigation bar to **view pages** that have been created to support your child's learning. Bookmark pages to help you find them again quickly. Subject content is developing all the time.



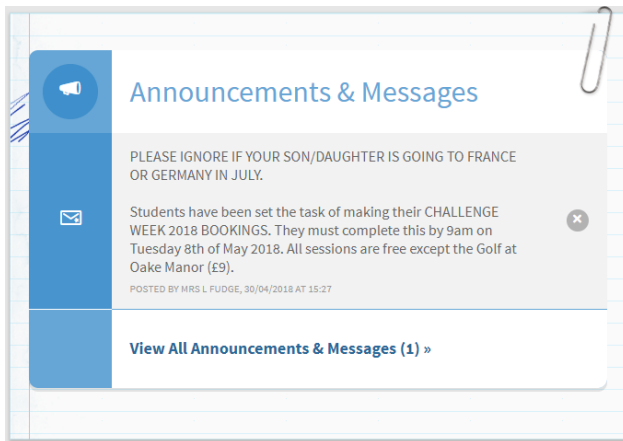
3. From the Parent Dashboard click your child's name to view their profile and find out information such as home learning, timetable, attendance, and reports.



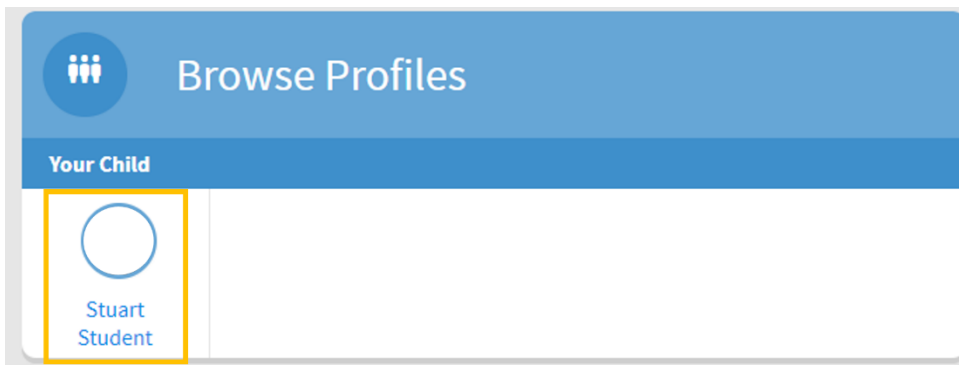
4. Update your contact details quickly and easily via Parent Portal. Choose the Change contact details link, update your contact information, and choose Update details. Your updated information will be sent to the school office.



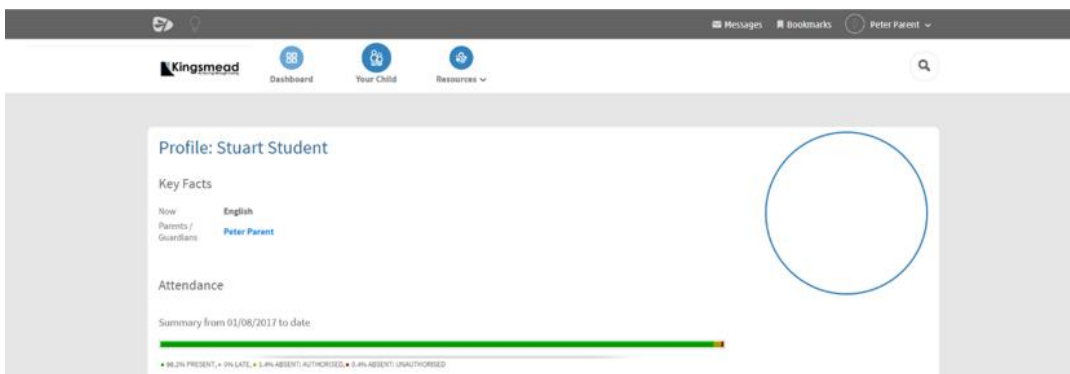
5. View **announcements and messages** that have been sent. Select the cross to remove the message once you have acknowledged it



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



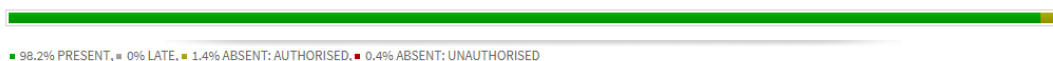
7. This takes you to your child's profile. From here you can view Key Facts about their classes, timetable, home learning tasks, attendance, and reports.



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 01/08/2017 to date



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.

Reports

This Academic Year

[Year 7 Interim Report - Feb 2018](#)
PUBLISHED 07 FEBRUARY 2018

[View Report](#)

[See More Reports >](#)

10. Go to 'Tasks Set For' 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.

Tasks Set For Stuart Student

Class 07 Earthquake/Tsunami article completion Set by Tony Teacher	Due Soon Thursday 10th
Class 07 French HL Set by Tony Teacher	Due Friday 11th
Class 07 Learn week 10 spellings Set by Tony Teacher	Due Soon Thursday 10th
Class 07 Class revision task Set by Tony Teacher	Due Today Today

[View All Tasks for Oliver Chaffey >](#)

PLEASE NOTE

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.