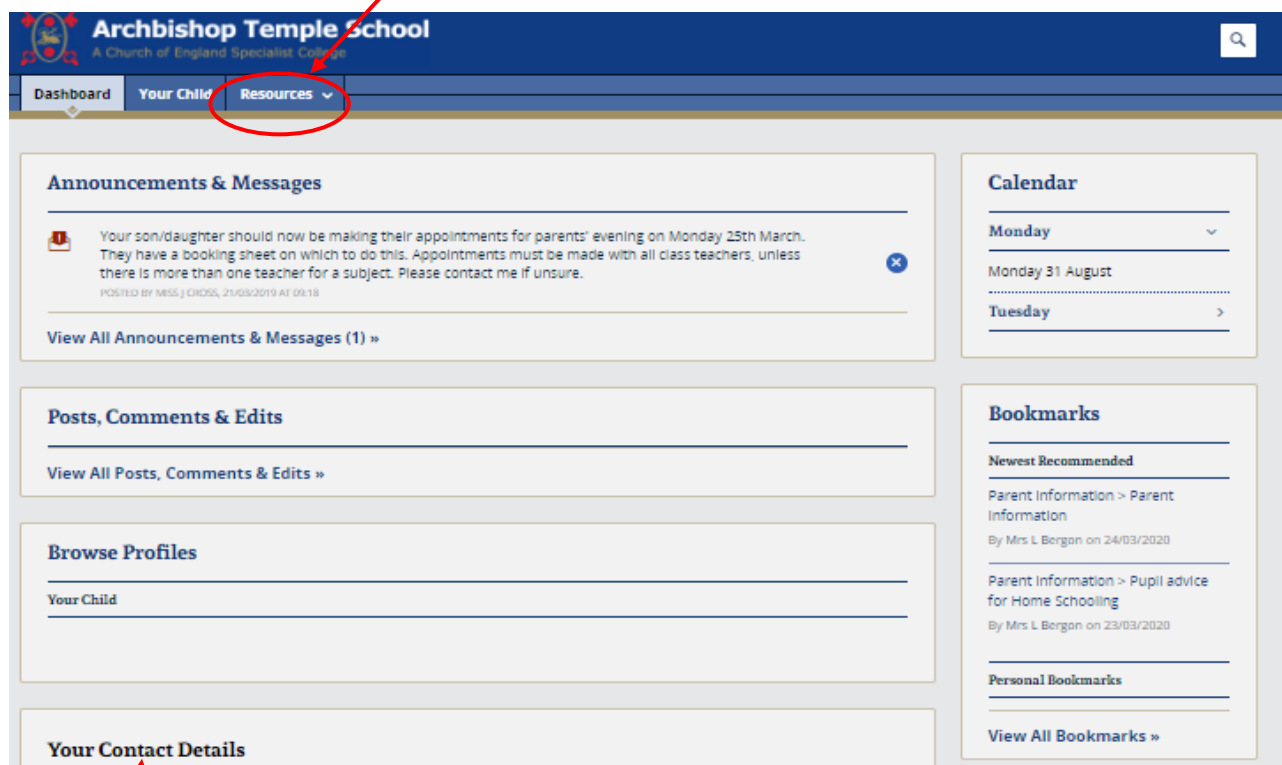




Overview of the Archbishop Temple Firefly Parent Portal

The Firefly Parent Portal is a platform from which to access your Dashboard where you can check and amend your contact details; read announcements, comments and messages; access resources for curriculum and extracurricular activities, and navigate to your child's/children's profile page. This guidance provides a very brief overview.

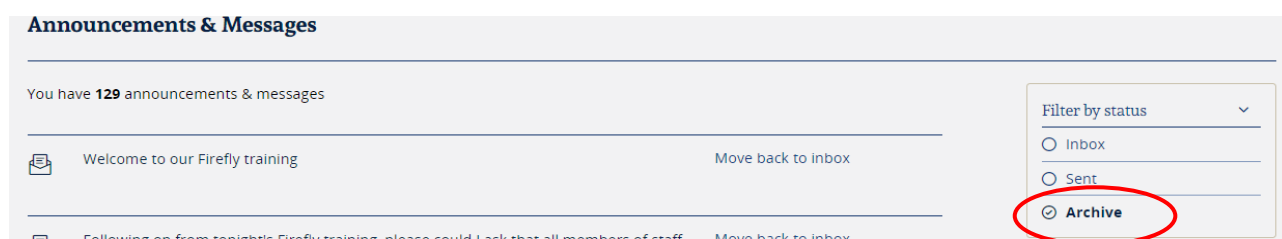


Your Contact Details

To ensure continued access to Firefly, please check and update contact details. Changing these details on Firefly does not change them on the school's information management system. **Please notify the school office of any changes to your postal address, home/work/mobile phone number or email address.**

Announcements and Messages

The Firefly Dashboard will show the four most recent messages; however, you can view all announcements and messages by following the link [View All Announcements & Messages](#). It is advisable to archive old messages by clicking on the cross adjacent to each message. These notifications will not be deleted, and you can access archived messages by selecting [Archive](#) from the menu on the right.





Browse Profiles: Your Children

To access academic information about your child, select your child from those listed under [Browse Profiles](#) or select the child from the dropdown menu [Your Children](#) at the top of the dashboard.

From your child's profile page you can view their timetable, academic reports, tasks and feedback, and any posts or comments made by your child.

Academic Reports

At Archbishop Temple School, all academic reports are published digitally; no paper reports will be sent home.

You can access all your child's reports on your child's profile page. Firefly will show reports published in the current academic year. To view those from previous years, click on [See More Reports](#).



Tasks Set For

Summer Reading for Pleasure Set by Mrs J Baybutt
ENGLISH: suggested activities for over summer. Year 7 Set by Mr S Stringfellow
Geography - L16 - Rainforest project 5 groups Set by Mrs A Hutchinson
Greek Myths Year 7 Set by Mrs T Perman

[View All Tasks for](#)

Tasks Set for Your Child

As with messages, Firefly will show only the four most recent tasks your child has been set. To view all tasks, select [View All Tasks for Your Child](#)

To view the details of the task, click on the hyperlinked task title. Once your child has completed a task, the task should be marked as done.

You can view **all historical tasks** that have been set by selecting *All* from the filter list on the left of the screen. Tasks can also be filtered by the due date or the name of the teacher who set the tasks.

Marks and Feedback

For some, but not all tasks set on Firefly, teachers will leave marks or a grade and/or written feedback. Again, Firefly will show the most recent four comments. As with tasks and messages, you can view all feedback by clicking on [See All Marks and Feedback](#).

Further Help and Guidance



Firefly offers a very extensive Help Centre. Access this by clicking on the help icon which appears in the bottom left of the screen on all Firefly pages.

School Support

If you have any questions regarding this process please contact the school's technical support team at support@archbishoptempleschool.zohodesk.eu