



Dear Parents,

## Firefly Parent Portal

We are pleased to be able to offer you access to the school's Firefly Parent Portal where you will be able to see up-to-date information about your child (or children) and also be kept informed of relevant school information that we hope you will find useful. On the portal, you will be able to see your child's:

- Timetable
- Attendance
- Homework

Other school information that is, or will soon be made available on the Portal includes:

- Reports
- Links to the school website where you will find - Term dates, uniform and other policies
- Trip forms
- Latest news
- Music lesson information
- Sports fixtures & results
- Letters

We are keen to make the portal work for you as parents and if you have any feedback or suggestions please send these via the School Office.

You can log on and find this information from your PC, Mac, tablet or smartphone. Simply follow the instructions overleaf for logging in for the first time.

Yours sincerely,

Ms. H Boyes  
Head



Logging into the Firefly Parent Portal for the first time:

Access to the Parental Portal is via the Foundation website: <https://wgsf.org.uk/wghs/>

Select Firefly Portal at the top right corner of the main WGHS website.

Select the school you wish to see information from.

You will be able to see information from all schools from the same login if you have more than one child in the Foundation, and you will only have to register once.

To use this service you will need to know which email address is registered with the Foundation. If you already receive SchoolComms information to it, then it should be this email address you should use. If you have not registered an email or are unsure, then please contact the office to update. (You would have to wait 1 full working day from updating us before the portal would be ready for you to activate.)

### **Activating your account**

1. Select the school firefly portal of one of your children by following the instructions above.
2. Select Parent Portal.
3. Select Logging in for the first time? Activate your account.
4. Enter the personal email address the school already holds on record for you, then select Activate account. An email is sent to this email address if already registered with us (this would have been on the last data check sheet.)
5. Check your email inbox. Make sure to check your spam filters if you don't find it anywhere.
6. Open the email and select Activate account.
7. Enter the password of your choice, then confirm it.
8. Choose Activate account.

Your account is activated and you're now logged in to the Parent Portal.

### **Logging in**

1. In your browser, go to the Parent Portal site as directed above.
2. Choose the login option: PARENT LOGIN
3. You can then enter your credentials created when activating your account and select Log in.

You're now logged in to the Parent Portal.

If you have trouble logging in, please get in touch with the Firefly Support team at [support@fireflylearning.com](mailto:support@fireflylearning.com)

### **What's next?**

Check out the quick tour to familiarise yourself with Firefly's features at <https://helpcentre.fireflylearning.com/parents/getting-started/quick-tour>