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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
- Behaviour

Other school information that is 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

Dr R Brookes
Head

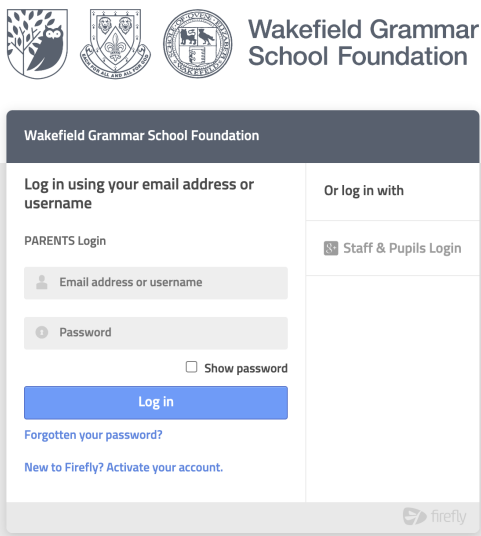
Logging into the Firefly Parent Portal for the first time:

Access to the Firefly Parent Portal is via the Foundation website: <https://wgsf.org.uk/qegs/>

Select 'Firefly Parent Portal' at the top right corner of the main QEGS page on the Foundation website.

FIREFLY PARENT PORTAL

You will be presented with a Login Box like this one:



The screenshot shows the login interface for the Wakefield Grammar School Foundation. At the top, there are three crests and the text 'Wakefield Grammar School Foundation'. Below this is a dark header with 'Wakefield Grammar School Foundation' in white. The main content area is divided into two columns. The left column is titled 'Log in using your email address or username' and contains a 'PARENTS Login' section with fields for 'Email address or username' and 'Password', a 'Show password' checkbox, and a blue 'Log in' button. Below the button are links for 'Forgotten your password?' and 'New to Firefly? Activate your account.'. The right column is titled 'Or log in with' and contains a 'Staff & Pupils Login' button. At the bottom right of the login box is the Firefly logo.

Activating your account

1. By following the instructions above, select 'Firefly Parent Portal' on www.wgsf.org.uk
2. Select **Logging in for the first time? Activate your account.**
3. 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, or the email address you provided when you registered your child.)
4. Check your email inbox. Make sure to check your spam filters if you don't find it anywhere.
5. Open the email and select **Activate account.**
6. Enter the password of your choice, then confirm it.
7. Choose **Activate account.**

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 this 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.)

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

Logging in

1. In your browser, click the 'Firefly Parent Portal' link on www.wgsf.org.uk or go to <https://wgsf.fireflycloud.net/login/login.aspx?prelogin=https%3a%2f%2fwgsf.fireflycloud.net%2f&kr=Cloud:Cloud> (You may want to save this link in your Bookmarks)
2. Enter your email and the password you selected above and select **Log in.**

You're now logged in to the Firefly Parent Portal.

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

What's next?

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