



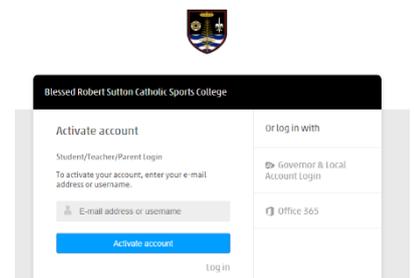
19th September 2018

Dear Parent/Carer

We have received a number of enquiries regarding access to the Firefly parent portal and using the Firefly Parent Application for mobile devices. Please see the instructions below which will help you to confirm that your email address has been registered with us correctly, how to add or change an email address, and a guide for the use of the Firefly Parent application.

Unsure if you have a Firefly account with Blessed Robert Sutton?

The easiest way to find out if you have a Firefly account setup and ready to use is to click on the following [Firefly Link](#), enter your email address (which you have provided the school) and click Activate account.



If after entering your email address the following message appears:

The username or e-mail address you entered was not recognised.
Please try again or contact the site administrator.



Please send an email to the school via exams@robertsutton.staffs.sch.uk detailing who you are, your child/children, their form and your contact number. We will update your account details which will synchronise with Firefly the following day.

If Firefly recognised your email address, you will receive an email with an activation link to set your password on your Firefly account.

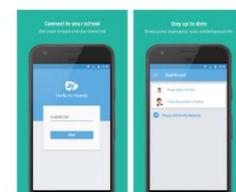
Firefly App on Android Devices

Installing the Firefly App on an Android phone or tablet could not be easier. Open your Google Play store application and search for **Firefly for Parents**. Install this application and then proceed to open the app.



When prompted for the school code, please use: **robertsutton**

Then proceed to log into your Firefly account with your email address and your Firefly password. If you have not setup a Firefly password previously, please click on the following link to [Activate your Account](#).



Does your child's or children's school use Firefly? If so, the Firefly for Parents app is your go to place for school announcements, grades, homework, learning resources, and more.
Simply log in using the code provided by the school and you'll be greeted with a portal to access information on your child or children.

'Academic excellence, spiritual development and social awareness through Christ'



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Headteacher: Mr Aidan Smith

Firefly App on Apple Devices

To install the Firefly App open your Apple App Store and search for **Firefly for Parents**. Install this application and then proceed to open the app.

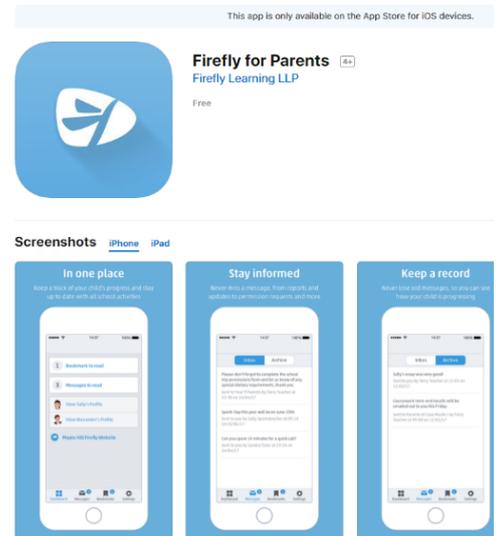
When prompted for the school code, please use: **robertsutton**

Then proceed to log into your Firefly account with your email address and your Firefly password. If you have not setup a Firefly password previously, please click on the following link to [Activate your Account](#).

Yours faithfully



James Earp
ICT Development Manager



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