



From the Director of Studies

1 March 2021

**To the parents of boys in VI Book 1 (Fifth Year)**

Dear Parent

**Invitation to Parents' Evening**

Parents' Evening 5 will be held remotely via MS Teams on **Sunday 7 March** from 1800-2000. Dons with multiple teaching groups will be available from 1800-2100. It will be preceded by a short presentation at 1745 outlining:

- 1) An update on the latest position regarding public exams and TAGs.
- 2) Guidance for boys and parents regarding the current situation with UCAS.

***Booking consultations with dons***

The school is using an online booking system known as School Cloud to manage appointments on the evening. To use the system parents will need their login details to the parent portal (*Firefly*). A guide to accessing Firefly (and retrieving login details) can be found at the end of this letter.

Bookings can be made by following the link [here](#) and the booking window will close at 1700 on Thursday 4 March. A guide to School Cloud is attached which gives instructions on how to use the system. If you encounter any difficulties in making your bookings please email Catherine Coxon on [cc2@wincoll.ac.uk](mailto:cc2@wincoll.ac.uk).

Finalised bookings will be e-mailed to parents on the evening of Friday 5 March and will include MS Teams links for all of your sons' dons.

To ensure that the evening runs smoothly we ask parents to do the following:

- 1) Agree which parent/guardian will be making bookings to avoid multiple appointments with the same dons
- 2) Select the *Automatic* option for making bookings
- 3) Join the MS Teams call just prior to the correct time and wait in the lobby until they are admitted by the don - Dons will have to stick strictly to timings, especially those with more than one teaching group, and we ask parents to be understanding of this.

We appreciate that some parents (especially those in different timezones) may need to arrange individual appointments with dons outside of these time windows. Dons have a list of boys in this position and will be making contact with them directly.

***Housemasters:*** Housemasters will be available for MS Teams consultations with boys in their teaching groups and may also be available for House consultations on the same evening (School Cloud will show availability if this is the case). Alternatively, Housemasters may choose to arrange House consultations in the week following the Parents' Evening.

***Learning Support:*** Consultations with members of the Learning Support Department can be booked in the same manner as dons. They will be available from 1800-2000.

***Questions relating to Public Exams/TAGs:*** I shall be seeing boys for subject consultations but will have availability throughout the evening (1800-2000) to answer questions relating to the presentation. Please e-mail Catherine Coxon if you would like an appointment to see me.

If you have any questions or queries please do let me know.

All good wishes.

Yours sincerely

A handwritten signature in black ink, appearing to read "T. N. Thomas". The signature is written in a cursive style with a horizontal line under the first name and a vertical line under the last name.

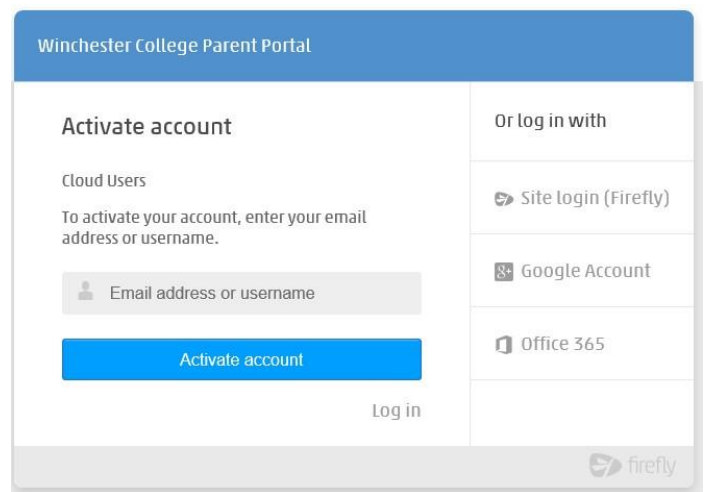
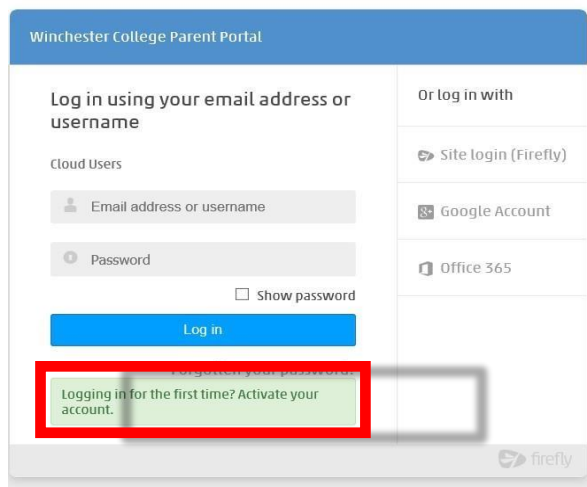
**Dr T N Thomas**

# Using Firefly

## Logging into the parent portal

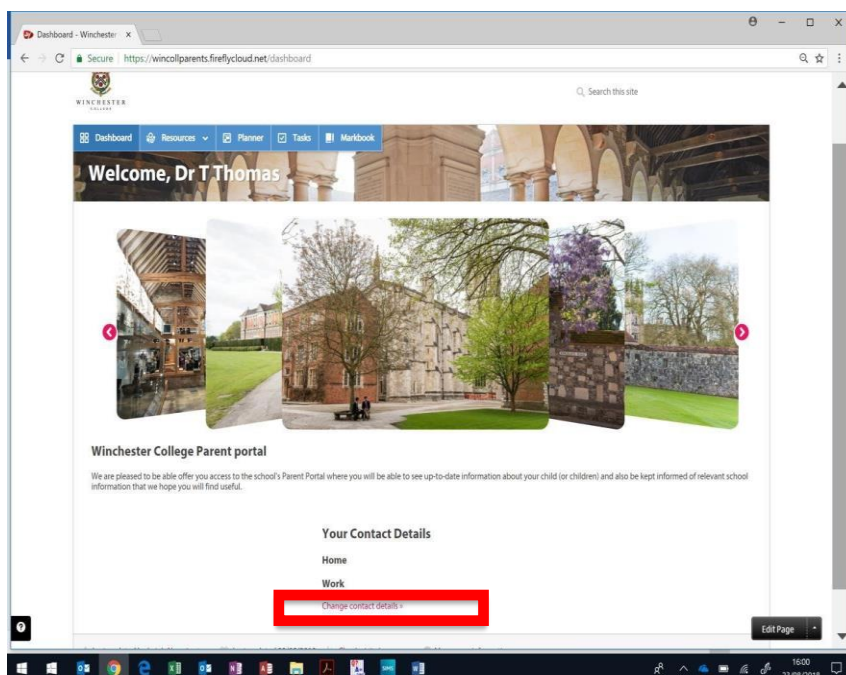
Using Microsoft Edge or Google Chrome (these are the recommended Firefly browsers) go to:  
<https://wincollparents.fireflycloud.net>

The first time you log in you will need to activate your account. This should be straightforward. Click the green 'Logging in for the first time? Activate your account.' You will then receive an e-mail containing a link with information to complete the activation process.



## Homepage view (the dashboard)

When you have logged into the portal you will be taken to the homepage (known as the dashboard):



At the bottom of the dashboard you will find the contact details held by the school. If, at any point, these need to be updated you can do this simply using the link at the bottom of the dashboard.

## Navigating the portal

By selecting the 'Your child' tab at the top of the screen you will be able to view pages related to your son(s) and their House(s):



## Under the 'Your child' tab you will find:

**Academic reports** from the current academic year. To access these reports:

1. Navigate down the page for the report (you may need to expand to 'See More Reports')
2. Select 'View Report'

If you have more than one son, you will need to select the relevant child's name.

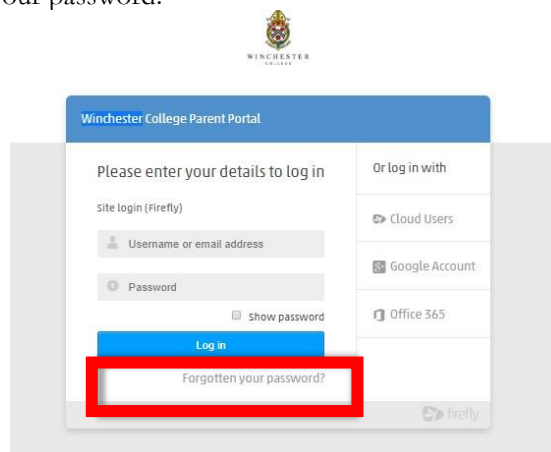
## Returning to the Homepage view (the dashboard)

You can return to the dashboard (or homepage) by selecting the **Dashboard** tab or by clicking on the College crest.



## Resetting your password

This is straightforward. Simply click the 'forgotten password' link at the login page and you will receive an e-mail containing instructions to reset your password.



## Assistance with the Firefly parent portal

If you require any assistance with the parent portal please contact [Mr Craig Turner](#) using the e-mail address given below:

For assistance with **accounts and passwords**, please contact [fireflysupport@Wincoll.ac.uk](mailto:fireflysupport@Wincoll.ac.uk)

For further **parent support about Firefly** you can also go to <http://helpcentre.fireflylearning.com/parents>