



Abbotsholme School

School Post and Firefly Login Instructions

School Post is Abbotsholme's key method of communicating with parents. Communications are done by email, and key communication days are Tuesdays and Thursdays.

Firefly is Abbotsholme's online portal for parents, pupils and staff to access relevant documents and information. For parents this is reports on their child/ren, including academic, behaviour and attendance, as well as being able to view homework tasks and the status of these, and key school information. For pupils, it is their homework tasks, school timetable and relevant school information.

Login details are included for both below:

School Post Login Instructions:

An account has been created for you on Abbotsholme School's new School Post parent communication system. The school will use the system to send you emails (and occasionally text messages); it also provides you with a personal online 'mailbox' where you can always view a record of all your messages from the school and, where appropriate, complete simple reply forms.

Publications with short messages from the school will come to your inbox using this email address. This will contain a link to the full publication with any documents and an opportunity to reply.

By default you will not need to login when clicking links from notification emails but you can also access your publications from any computer using the web address <https://abbotsholme.schoolpost.co.uk> where you will then be asked to login with your email address and your password.

Password - To set your password please use this link: <https://abbotsholme.schoolpost.co.uk/password-request> or click 'Request password reset' from the Main Menu or login page, then follow the instructions in the email you receive. Attachments such as letters are accessible from the bottom of the full publication.

Settings and Preferences - At the end of every notification email there is a link to your SchoolPost settings. In particular you can change your password from the Settings area.

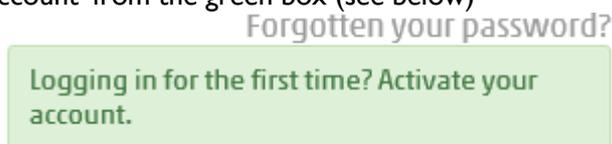
If you have any questions or experience any technical problems then please let us know by emailing andy.greensmith@abbotsholme.co.uk

If you have any changes to your personal details such as address, telephone number or if you'd like to change your email address please email Sally using sally.marren@abbotsholme.co.uk.

Firefly Login instructions:

To make use of this portal you will need to select this link - <https://abbotsholme.fireflycloud.net/login>

- 1) Select 'Activate your account' from the green box (see below)



- 2) Enter your email address (this must be the email address that you registered with Abbotsholme School – please email Andrew Greensmith if you cannot remember what this is: Andrew.greensmith@abbotsholme.co.uk)
- 3) Open your email. Firefly will have sent you a message. Open the message and select the link.
- 4) Create a memorable password of your choice.
- 5) You will now be able to log-on to Firefly whenever you like.

Once you have logged into Firefly you should see your child/ren listed.