## Using Firefly as a Y7 Form Tutor

1) **Sending messages** to parents and to tutees together helps parents to stay involved in what is going on in school and aids organisation

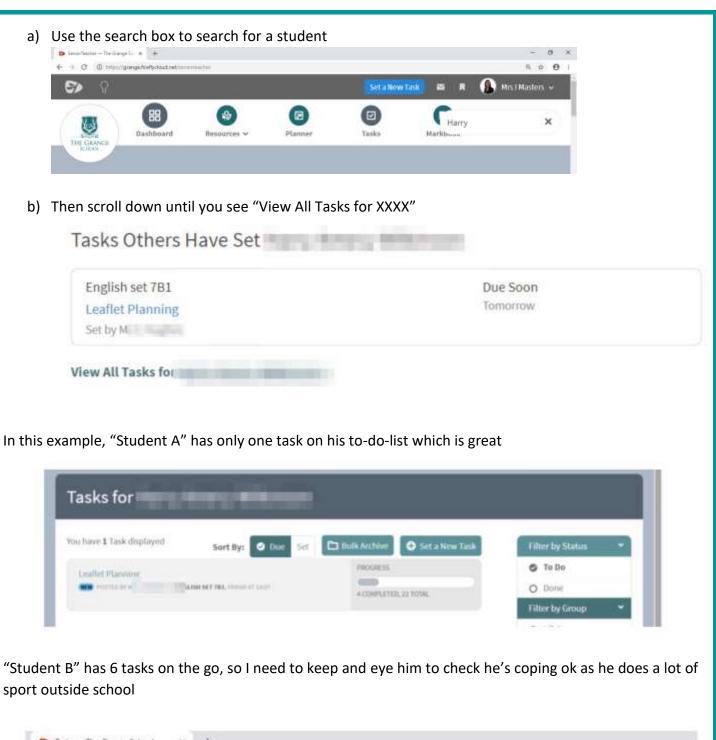
Send Message	Send Message ×
To	то
Start typing the name of the person or group	Start typing the name of the person or group
Form 07JEM × Parents of Form 07JEM ×	A REAL PROPERTY OF THE PROPERT
Message	Message
Don't forget to pack a reading book in your bag. We need to try and get to 2nd place in the reading challenge by Christmas!	your Firefly tasks list seems to be creeping out of control Can you tick off the tasks you have done and I will re- check tomorrow :)
157	135
✓ Allow recipients to see who else this message was sent to	Allow recipients to see who else this message was sent to
✤ Send a notification to Firefly mobile apps and a copy by email	Send a notification to Firefly mobile apps and a copy by email
Send Message	Send Message

 Setting tasks for things like bringing in harvest donations, reply slips etc. Adding grades like 'done' or 'late' or using emoticons. Makes keeping records easier without paper and easier to remind students

Mentor Period ant 724 *				
Esport to Es	cel Go to Mentor Period set 724 Profile	• Add Completed	Task	<b>x x</b>
Students	Secret Santal Target	Firefly Check- November 2018	List of envictment activities	52 denation for non-uniform day
	Durstay 21 May	Fishey 2.1 Minu	Monthly 25 Nov 1	Twinday 37, Nov
-	s - 194	0	done	Ω
-	-	0	done	17

3) **Firefly organisation checks** (to replace planner checks). I do these monthly with the whole form and then can do them more regularly with the small number that struggle to organise themselves. I set them "Firefly Check" as a task and give them a few days notice. I find it takes about 30 mins max to go through the whole form. I have a couple of windows of Firefly open which I find makes flicking from the task and the student much easier.

I know this doesn't prove that students have **done** the work; it's just checking organisation.



Tasks for				
You have 6 Tasks displayed	Sort By:	🗢 Due 🛛 Set	Bulk Archive	🕒 Set a New Ta
Leaflet Planning Point Point In Section Sectio	AT LAST		ROGRESS COMPLETED, 22 TOTAL	
homework for Germansred Zoom text book pu questions below and then write a similar pass	sage In German about your own family		ROGRESS COMPLETED, 14 TOTAL	

"Student C" has 12 tasks on the go at the moment which have run on to two pages. At this point I know he is struggling to organise himself. I send a message to him and his parents asking her to sit down and check off all the tasks he has completed. I then re-check this the next day to look for an improvement.

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			Direction and Direction	your Firefly tasks but seems to be creeping out of control egaint Can you tick off the tasks you have done and I will re- check tamarose ()
and the second			© tophon to © tophone Line © tophone S	* Allow recipients to see who else this message was sent to
		-	© Report of the © Related To © Lepton (%)	# Send a notification to Firefly mobile appr and a copy by email
		-	Concentration of the	Send Message

4) I then add a grade to each student in the form of an emoticon (I find this easier if I either do this on my iPad or have a word doc open with these icons on to copy and paste over). This makes it easy for me to scroll across and spot patterns and see who needs my help, and it is also an easy way for students to see if they're on track or not.



## Feedback from Parents:

"We've found firefly invaluable as an organisational tool to help understand what X is doing, needs to be doing and as a communication tool."