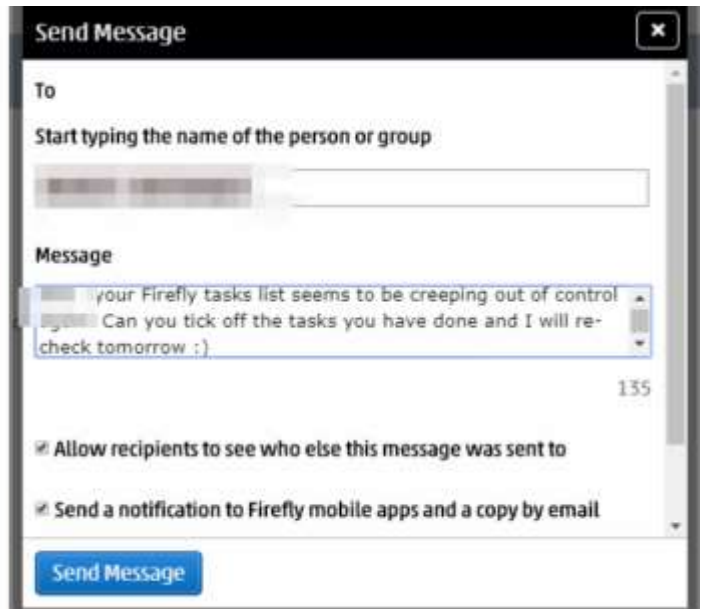
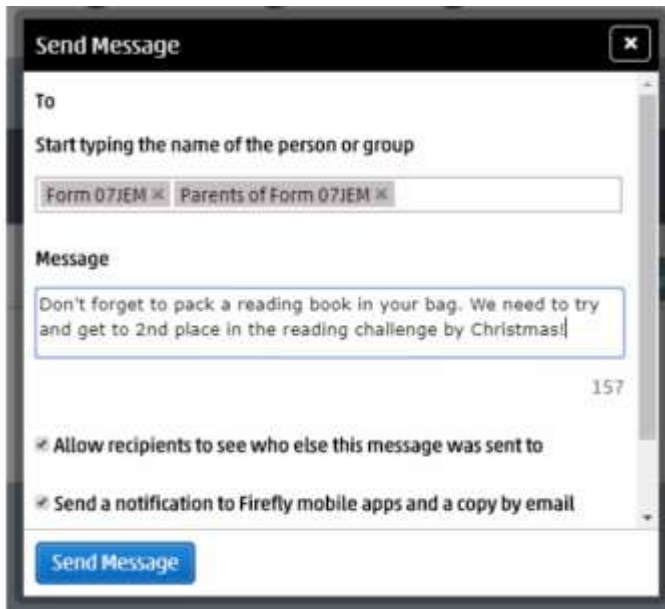
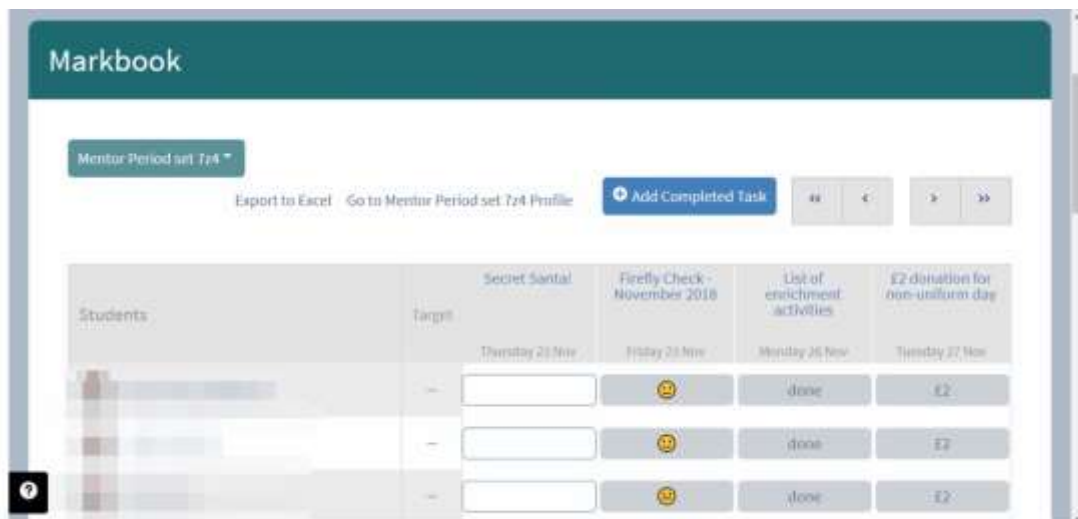


Using Firefly as a Y7 Form Tutor

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



- 2) **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



Students	Target	Secret Santa	Firefly Check - November 2018	List of enrichment activities	£2 donation for non-uniform day
		Thursday 23 Nov	Friday 24 Nov	Monday 26 Nov	Tuesday 27 Nov
			👍	done	£2
			👍	done	£2
			👍	done	£2

- 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.

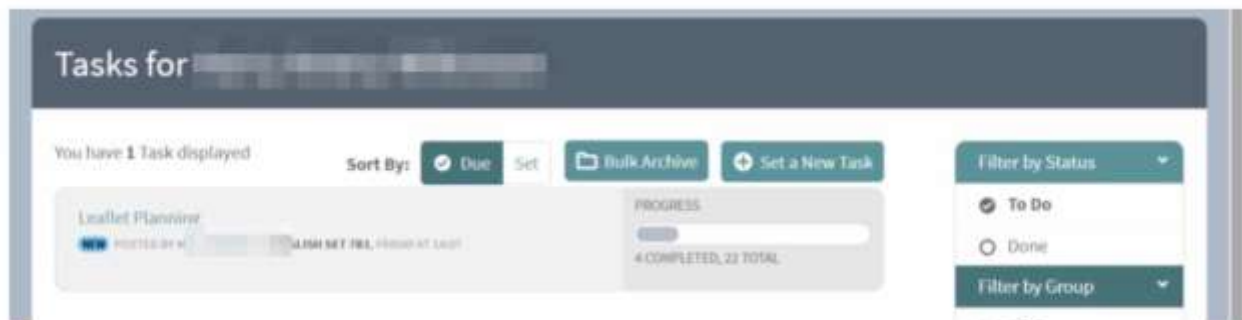
a) Use the search box to search for a student



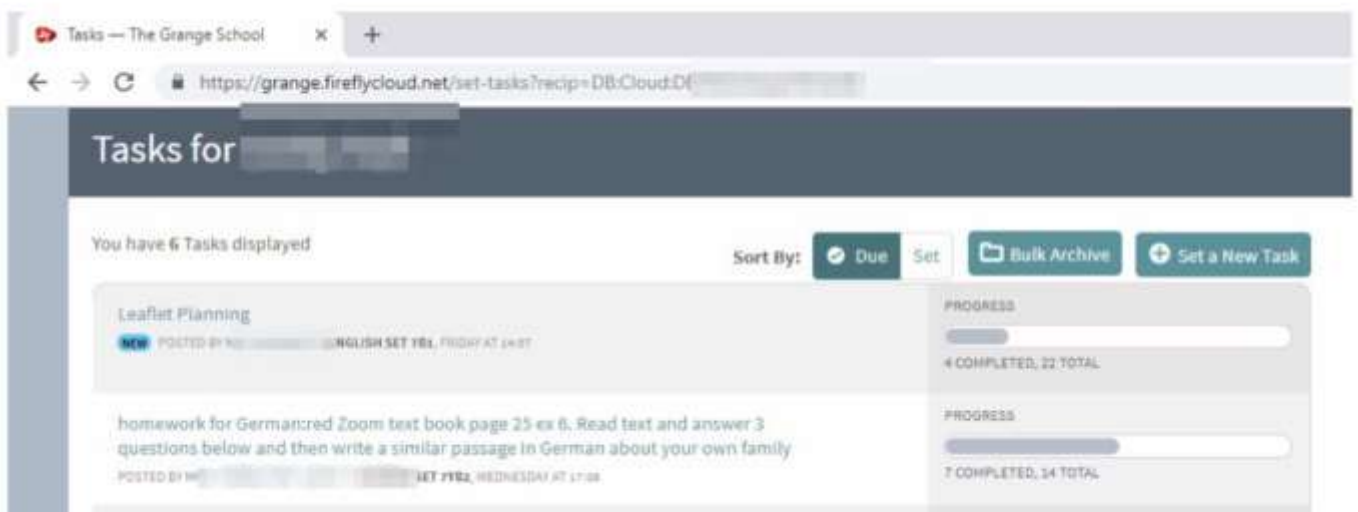
b) Then scroll down until you see “View All Tasks for XXXX”



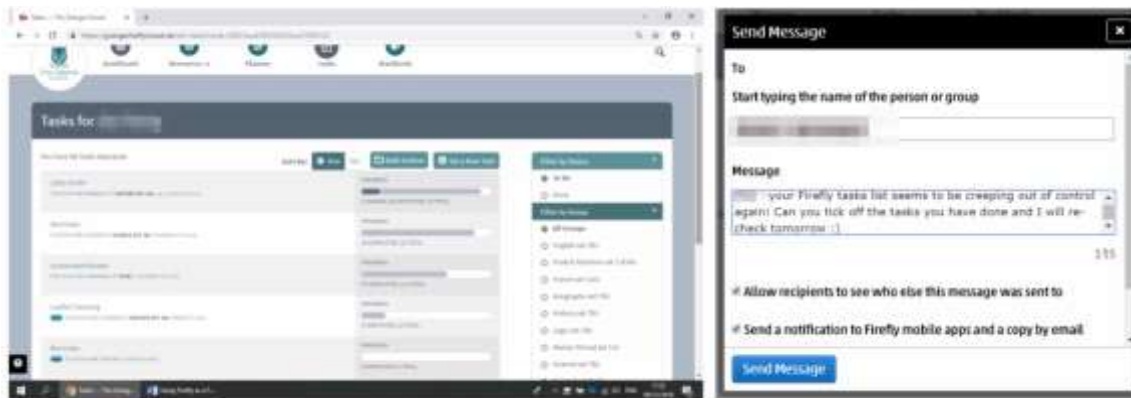
In this example, “Student A” has only one task on his to-do-list which is great



“Student B” has 6 tasks on the go, so I need to keep an eye on him to check he’s coping ok as he does a lot of sport outside school



“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.



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. ”