



ST WILFRID'S CHURCH OF ENGLAND ACADEMY

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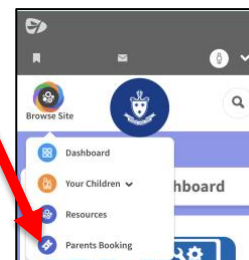
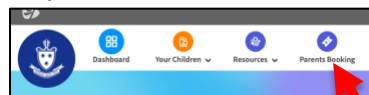
Guidance for parents/carers of Years 10-13

How to book your child's testing appointment

Step 1: Log into [Firefly](#) and click on the **Parents Booking** tab. It may look a little different on a smartphone, where you should click on 'Browse Site' first.

Step 2: Find the Testing Year related to your child (either Y10, 11, 12 or 13) and then click [Make Bookings for Myself](#)

If you have more than one child at the Academy you may need to click the **change child** below to view the test event...



Parent-Teacher Meetings	
Name of Group	Parents' Evening
Testing Station 1	Testing Year 11 ★ Suggest Bookings For Me Make Bookings For Myself

Testing Year 11 04/03/2021

Whole School

Whole School

Testing Station B	Testing Station C	Testing Station D	Testing station A
Time	Duration	Action	Status
08:00	10 mins	Book	AVAILABLE
08:10	10 mins	Book	AVAILABLE
08:20	10 mins	Book	AVAILABLE
08:30	10 mins	Book	AVAILABLE

Step 3: You will now arrive at the suggested bookings screen like the one shown below.

Step 4: Please use this screen to choose your child's test booking time. You can **select any available time from any Testing Station**.

Step 5: Once you click **Book**, simply leave all boxes blank on the next screen and click **Make Booking**.

Make Booking

☐ Allow other parents and carers of this student to join video calls?

Do you have any particular issues or discussion topics? Feel free to leave blank if not.

Press 'Make Booking' to confirm the booking.

[Make Booking](#) [Close](#)

Step 6: Your booking is only confirmed once the tab turns **green**. You can **email your booking confirmation** by clicking the **blue button** to the right of the screen.

08:00 10 mins [Modify](#) [THIS BOOKING](#)

Important:

- Students **must not arrive** more than 10 minutes before their scheduled time.
- Students will need to return home after testing and follow the current lockdown guidance.
- Students arriving for testing should not come with groups of friends and they must always maintain social distancing from others.

*Lord direct us to **live** life to the full*