



**Ernulf
Academy**

Barford Road

St Neots

PE19 2SH

01480 374748

www.ernulf.cambs.sch.uk

enquiries@ernulf.cambs.sch.uk

Headteacher: Ms Tracy Brogan

22 September 2016

Dear Parent/Carer

Yr 7 Meet the Tutor, Thursday 5 October 2017

We hope that your child is settling into Academy life and has found their first few weeks to be an enjoyable experience. As your child has now been at Ernulf Academy for a few weeks we would like to invite you to attend the Year 7 Meet the Tutor Evening on Thursday 5 October 2017. You will be able to book a five minute appointment on the Academy's on-line booking system.

This will be a great opportunity for you to talk to your child's Tutor to discuss their start at Ernulf Academy and to raise any concerns you may have.

The procedure for the evening is as follows:

- All appointments must be made using our on-line booking system (please see attached for instructions). The system will be open at 10am on Monday 25 September and will close at 10am on Thursday 5 October.
- All appointments are timed to last 5 minutes. We ask for your assistance in keeping to your allocated time slot. If, as a result of your conversation there are still issues to discuss, it may be appropriate to arrange another appointment at a later date.
- We strongly encourage you to attend the evening with your son/daughter, as it would be beneficial for them to be part of the process. Should students attend they must be in full uniform.

We look forward to meeting you on Thursday 5 October. If you have any difficulties accessing the on-line booking system, please contact vgarratt@ernulf.cambs.sch.uk or call 01480 374748 and we will be able to assist you.

Yours sincerely

Mr A Dewar
Assistant Headteacher



On-line Booking System

To log onto the system, please go to the school website
www.ernulf.cambs.sch.uk

and click on the link for Parents and then drop down to Parents Evening Bookings

<https://ernulfacademy.parentseveningsystem.co.uk/>.

Please note that your details must accurately match the information held by the school regarding parent contact for your child.

Ernulf Academy

Parents' Evening System

Welcome to the Ernulf Academy parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Confirm Email Address	
<input type="text"/>	<input type="text"/>	

Child's Details

First Name	Surname	Registration Class
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Administrator Login](#)
[Teacher Login](#)

*Parents' title – eg Mr, Mrs, Dr etc
Parents Christian name and surname.*

Parents Email address

*Child's First Name – must be the legal name, eg Samuel not Sam
Child's Surname – chosen surname (name commonly known as in school)*

Fill in the boxes on the pop up; when done press **Login and continue**

Click on **continue** and follow the instructions on the pages to make appointments with child's teacher/s.

Should you wish to discuss anything in particular with your child's teacher, please complete the **Add Comments** box when making your booking. Please note that booking of consecutive times is not allowed.

Should you wish to change your booking, you may do so at any time using the **Manage Appointment** option.

Always remember your personal internet security and log out of the booking system using the **Logout** option in the top right had corner.

This is a new system which I hope will make things easier for you

If you have any problems, please contact the school either by phone and speak with the Admin Department on **01480 374748** or email enquires@ernulf.cambs.sch.uk and we will get back to you.

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