



**Ernulf
Academy**

**Barford Road
St Neots
PE19 2SH
01480 374748
www.ernulf.cambs.sch.uk
enquiries@ernulf.cambs.sch.uk**

Headteacher: Ms Tracy Brogan

2 November 2017

Dear Parent/Carer

Year 10 Parents' Consultation - Thursday 23 November 2017, 4.30pm – 7.00pm.

We would like to invite you to the annual Parents' Evening on Thursday 23 November. This will be an excellent opportunity to meet with your child's subject teachers, to discuss their progress and to identify any areas of concern.

We are continuing to use the on-line booking system to make appointments which enables you to select suitable times for you and your son/daughter. The on-line booking process will be available to all Parents/Carers of Year 10 students from Wednesday 8 November at midday, please use the instructions attached when booking your appointments.

If you are unable to access or use the on-line system, please email Ms Garratt at the Academy; VGarratt@ernulf.cambs.sch.uk or phone 01480 374748 for further assistance.

Yours sincerely

Mr M David

Assistant Headteacher, Welfare and Progress.

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/>

then

Click on **Your Details**

(please note this must accurately match with information held by the school)

The screenshot shows the 'Ernulf Academy Parents' Evening System' login page. It features a header with the school name, a welcome message, and two main sections: 'Your Details' and 'Child's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email Address, and Confirm Email Address. The 'Child's Details' section includes fields for First Name, Surname, and Registration Class. At the bottom of the form is a 'Login & Continue' button. Below the form are links for 'Administrator Login' and 'Teacher Login'.

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

Parents Email address must be provided

*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 your son/daughters teachers

On the pop up add what, if anything, you wish to discuss and click on **Make Booking**. If you do not want to add anything just click on **Make Booking**. Please note that booking of consecutive times is not allowed

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

Once completed close the window.

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 Mrs Cooper on **01480 374748** or email enquires@ernulf.cambs.sch.uk and we will get back to you.