



Ernulf Academy

Barford Road

St Neots

PE19 2SH

01480 374748

www.ernulf.cambs.sch.uk

enquiries@ernulf.cambs.sch.uk

Headteacher: Ms Tracy Brogan

7 February 2018

Dear Parent/Carer

Year 9 Parents' Consultation – Thursday 22 February, 4.30pm – 7.00pm.

We would like to invite you to the annual Parents' Evening on Thursday 22 February 2018. 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 system will be available to all parents/carers of Year 9 students from Monday 12 February at 9.00 am, please use the instructions attached when booking your appointments.

If you are unable to access or use the on-line system, please ask your son/daughter to contact the Administration Team at the Academy on 01480 374748 or email; vgarratt@ernulf.cambs.sch.uk

We look forward to meeting you on the evening of the 22 February 2018..

Yours sincerely

T Crook

Mr T Crook

Head of Year 9.



INVESTORS
IN PEOPLE | Gold



St Neots
Learning Partnership



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://parents-booking.netmedia.co.uk/ernulf>

then

Click on **Please Enter Your Details Here**

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

Ernulf Academy

School Contact Details: Alison Tonks

Phone: 01480 374748 Email: atonks@ernulf.cambs.sch.uk

*Fields marked with this are mandatory.

Parents' title*

Parents' Surname*

Parents' title – eg Mr, Mrs, Dr etc

Please enter the details of the child you want to make bookings for.

Child's First Name*

Child's Surname*

Child's First Name – must be the legal name, eg Samuel not Sam

Child's Surname – chosen surname (name commonly known as in school)

Child's DOB Format dd/MM/yyyy*

Child's Register Class*

Child's Register Class – year and initials eg * 7RA, 8KC, 9YM, 10WI

Log In

Fill in the boxes on the pop up. When done press **Log In**

Click on the correct parents' evening event from the list that you wish to attend 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

If you wish to cancel a booking click on the relevant box then click on the **Cancel A Booking** at the top of the page

When you have finished making your appointments you can either email or print them.

Ensure you enable **Allow Pop-ups**

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 Tonks on **01480 374748** or email atonks@ernulf.cambs.sch.uk and she will get back to you.