



Headteacher: Ms Tracy Brogan

19 September 2016

Dear Parent/Carer

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 6th October 2016. 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. Deputy Head Teacher Ms Dodsworth and Heads of School Miss Maybank, Mr Crook and Mr Day will also be in attendance and available to assist you.

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 Thursday 22 September and will close at 10am on Thursday 6 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 6 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

K M. Dodsworth

Richard Day

Miss K Dodsworth
Deputy Headteacher

Mr R Day
Director Key Stage 3