



1 October 2018

Dear Parent/Carer

**Year 7 Meet the Tutor, Thursday 11 October 2018**

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 11 October 2018. 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 Thursday 4 October and will close at 10am on Thursday 11 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 11 October. If you have any difficulties accessing the on-line booking system, please contact [vgarratt@ernulf.cambs.sch.uk](mailto:vgarratt@ernulf.cambs.sch.uk) or call 01480 374748 and we will be able to assist you.

Yours sincerely

Mr T Crook  
**Head of Year 7**



# On-line Booking System

To log onto the system, please go to the school website  
[www.ernulf.cambs.sch.uk](http://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

Email Address  Confirm Email Address

### Child's Details

First Name  Surname  Registration Class

[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 hand 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](mailto:enquires@ernulf.cambs.sch.uk) and we will get back to you.

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