



Headteacher: Mr R Carroll BA (Hons), NPQH

12 April 2016.

Dear Parent/Carer

Year 8 Subject Evening: 5.00 - 7.30pm, Thursday 21 April 2016

We would like to invite you to the annual Parents Evening, taking place on Thursday 21 April. This will give you the opportunity to meet with your child's subject teachers, to discuss progress so far, and any areas of concern.

We are continuing to use the on-line booking system to make the appointments which enables you to select suitable times for you and your son/daughter. The on-line booking process will be opened to all parents of Year 8 students from Wednesday 13 April and will close on Wednesday 21 April at Middyay.

Please use the instructions on the next page to access the system. **Please ensure that you enter your child's register class when logging on as 8DS, 8DO, 8CM and 8ARD.**

If you are unable to access or use the on-line system, please ask your son/daughter to contact Miss Cooper in Admin with the name(s) of the teachers you would like to see and your preferred time slot. Alternatively, please contact the Administration Team at the school on 01480 374748.

We would be grateful if you could complete the slip below acknowledging receipt of this letter and return it to your child's Personal Tutor.

We look forward to meeting you on the evening of the 21 April 2016.

Yours faithfully

Mr D Roughley
Lead Deputy Headteacher

.....
Reply Slip: Please return to your child's Personal Tutor

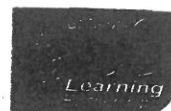
I/We have received the Year 8 Parents Evening letter.

Name of Student..... Tutor Group.....

Signed Parent/Carer..... Date



INVESTORS IN PEOPLE | Gold



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 DOB Format dd/MM/yyyy*

Child's Register Class*

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

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.