



7 February 2017

Dear Parent/Carer

**Year 10 Parents' Consultation - Wednesday 8 March 2017, 4.30pm-7.00pm.**

We would like to invite you to the annual Parents' Evening on Wednesday 8 March 2017. 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 Monday 20 February at midday, 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.sch.uk](mailto:vgarratt@ernulf.sch.uk)

We look forward to meeting you on the evening of the 8 March 2017.

Yours sincerely

Mr B Cook  
Head of Year 10

## 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/>

then

Click on **Your Details**

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

The screenshot shows a web form titled "Ernulf Academy Parents' Evening System". It includes a welcome message, a "Your Details" section with fields for Title, First Name, Surname, Email Address, and Confirm Email Address, and a "Child's Details" section with fields for First Name, Surname, and Registration Class. There is a "Login & Continue" button and 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](mailto:enquires@ernulf.cambs.sch.uk) and we will get back to you.