



**Ernulf
Academy**

Barford Road

St Neots

PE19 2SH

01480 374748

www.ernulf.cambs.sch.uk

enquiries@ernulf.cambs.sch.uk

Headteacher: Ms Tracy Brogan

9 January 2017

Dear Parent/Carer

Year 9 Parents Evening: 4.30 – 7.00pm, Wednesday 25 January 2017

Including a presentation about KS4 and the Options process at 4.30pm, 5.30pm and 6.30pm

We would like to invite you to the annual Parents' Evening, taking place on Wednesday 25 January. This will give you the opportunity to meet with your child's subject teachers, to discuss progress and to identify any areas of concern. You will also be able to ask questions relating to your child's Option choices for KS4. If your child is considering choosing BTEC Business, Media Studies, ICT or Computer Science, the subject teachers Mr Cook, Mrs Twydell and Mr Bowen will be available on the evening to answer questions.

At 4.30pm, repeated at 5.30pm and 6.30pm Ms Brogan will be running a short presentation about the KS4 curriculum and Options process. This will be held in Com 7 and you are welcome to attend either session.

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 available to all Parents/Carers of Year 9 from Wednesday 11 January at 9.00am; please use the instructions attached when booking your appointments.

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

Yours sincerely

K M. Dodsworth

Miss Karen Dodsworth

Deputy Headteacher



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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://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 and we will get back to you.